

Projects Basic Processes Part Two

Student Guide

Table of Contents

Agreements and Funding	1-1
Agreements and Funding	1-2
Overview of Agreements	1-3
Entering Agreements	1-5
Concepts of Funding Projects	1-6
Project Versus Top Task Funding.....	1-9
Concept of Hard Limit.....	1-10
Overview of Quick Agreement/Funding	1-11
Creating a Project Using Quick Agreement/Funding	1-12
Entering Funding Lines	1-13
Maintaining Agreements and Funding.....	1-14
Summary.....	1-15
Lab 1: Creating Agreements; Funding Projects	1-16
Lab 1 Solutions: Creating Agreements; Funding Projects	1-18
Revenue Budgets.....	2-1
Revenue Budgets	2-2
Review of Budget Features.....	2-3
Budget Types and Versions	2-4
Revenue Budget.....	2-5
Budget Entry Methods.....	2-6
Resource Lists.....	2-7
Maintaining Revenue Budgets.....	2-8
Summary.....	2-9
Lab 1: Entering and Baselineing a Revenue Budget	2-10
Lab 1 Solutions: Entering and Baselineing a Revenue Budget	2-12
Transactions	3-1
Transactions.....	3-2
Section 1: Overview of Transactions.....	3-3
Actuals and Commitments.....	3-4
Transaction Details	3-5
Summary of Expenditure Definition.....	3-6
Multiple Expenditure Type Classes.....	3-7
Methods of Transaction Entry	3-8
Terminology of Transactions.....	3-10
Charge Control Validation.....	3-11
Section 2: Preapproved Expenditure Batch Entry.....	3-12
Typical Preapproved Expenditure Batch Flow	3-13
Preparing Preapproved Batches	3-14
Entering Preapproved Usages.....	3-15
Resolving Problems in Expenditure Entry.....	3-16
Preapproved Expenditure Entry Audit Report	3-17
Submitting Preapproved Expenditures	3-18
Purpose of Releasing Preapproved Batches.....	3-19
Purpose of Reversing Preapproved Batches	3-20
Purpose of Correcting Preapproved Batches	3-21
Preapproved Expenditure Approvals	3-22
Section 3: Transaction Import.....	3-24
Basic Business Requirements for Transaction Import.....	3-25
Transaction Import Functions	3-26
Transaction Source	3-27
Transaction Import Flow	3-28

Running Transaction Import	3-29
Correcting Rejected Rows	3-30
Viewing Imported Transactions	3-31
Auditing Imported Transactions	3-32
Section 4: Project-Related Transactions in PO and AP	3-33
Tracking Requisitions and Purchase Orders	3-34
Commitments	3-35
Entering Project-Related Transactions in PO and AP	3-36
Default Project Information	3-38
Determining GL Accounts from Project Information	3-39
Entering Project-Related Requisitions	3-40
Entering Project-Related Purchase Orders	3-41
Entering Project-Related Supplier Invoices	3-42
Interfacing Supplier Invoices to Oracle Projects	3-43
Section 5: Review of Project Expenditures	3-44
Reviewing Project Expenditures	3-45
Reporting Project Expenditures	3-46
Summary	3-47
Lab 1: Creating Transactions	3-48
Lab 1 Solutions: Creating Transactions	3-51
Revenue	4-1
Revenue	4-2
Revenue Concepts	4-3
Methods of Revenue Accrual	4-4
Revenue Distribution Rules	4-5
As-Work-Occurs Revenue Calculations	4-6
Bill Rates Versus Multipliers	4-7
Labor Bill Rate Precedence	4-9
Nonlabor Bill Rate Precedence	4-10
Dates and Bill Rates	4-11
Burden Schedules	4-12
Burden Schedules and Dates	4-13
Bill Rate and Burden Dates Summary	4-14
Cost-to-Cost Revenue Calculations	4-16
Actual Costs Derivation	4-17
Differences in Revenue Accrual Methods	4-18
Revenue Events	4-19
Revenue Event Types	4-20
Events with Cost-to-Cost Revenue Accrual	4-22
Entering or Reviewing Events	4-23
Hard Limit Processing	4-24
Adding More Funding	4-26
Borrowed and Lent Revenue Transactions	4-27
Example of Borrowed and Lent Revenue	4-28
Review of Unbilled Receivables and Unearned Revenue	4-29
Review of Accounting Dates	4-30
Summary of Revenue Concepts	4-31
Revenue Flow	4-32
Project Revenue Accounting Flow	4-33
Functions of Revenue Generation	4-34
Overview of Generate Draft Revenue	4-35
Generating Draft Revenue	4-36
Deleting Draft Revenue	4-37
Accrue-Through Date	4-38
Detail Accounting Transactions	4-39
Creating Revenue Distribution Lines	4-40

Reviewing Project Revenue.....	4-41
Interfacing Revenue to GL	4-42
Revenue Process Flow to GL.....	4-43
Revenue and Invoice Accounting Transactions.....	4-44
Example of Revenue and Invoice Accounting Transactions	4-45
Revenue Accrual Based on Project Percent Complete	4-46
Forecast Labor Revenue	4-48
Revenue-Based Cost Accrual	4-49
Revenue Exceptions.....	4-50
Generate Draft Revenue Output Reports	4-51
Monitoring Revenue Flow and Errors	4-52
Summary.....	4-53
Lab 1: Reviewing Revenue and Reports.....	4-54
Lab 1 Solutions: Reviewing Revenue and Reports.....	4-56
Lab 1 Solutions: Reviewing Revenue and Report	4-60
Invoices	5-1
Invoices.....	5-2
Overview of Invoices.....	5-3
Invoice Concepts	5-4
Methods of Invoicing.....	5-5
Event Billing.....	5-6
Types of Invoicing Events	5-7
Scheduled Payment Events.....	5-8
Using Events with Work Billing.....	5-9
Automatic Events.....	5-10
Mix of Revenue Accrual and Invoicing Methods.....	5-11
Invoice Generation Based on Project Percent Complete	5-12
Functions of Invoice Generation.....	5-13
Hard Limit Processing for Invoices	5-14
Retention.....	5-15
Review of Revenue and Invoice Accounting Transactions	5-16
Invoice Flow	5-17
Overview of Generate Draft Invoice.....	5-18
Generating Draft Invoices.....	5-19
Bill-Through Date.....	5-20
Billing Cycle.....	5-21
Draft Invoices	5-23
Overview of Invoice Review	5-24
Invoice Review Report	5-25
Adjusting Invoices.....	5-26
Releasing Invoices	5-27
Project Invoices in AR.....	5-28
Invoice Flow to AR	5-30
Printing Invoices.....	5-31
Invoice Format and Invoice Printing	5-32
Typical Invoice Processing Cycle.....	5-33
Summary of Invoice Flow	5-34
Processing Project Invoices in AR.....	5-35
Collection Processing by Organization in AR	5-37
Invoice Flow Reporting and Exceptions.....	5-38
Monitoring Invoice Flow	5-39
Invoice Statuses	5-40
Invoice Exceptions.....	5-41
Invoice Errors and Warnings	5-42
Generate Draft Invoice Output Reports	5-43
Summary.....	5-44

Lab 1: Reviewing Invoices	5-45
Lab 1 Solutions: Reviewing Invoices	5-48
Billing Adjustments	6-1
Billing Adjustments	6-2
Overview of Billing Adjustments	6-3
Adjustments During Invoice Review	6-5
Event Billing Adjustments	6-6
As-Work-Occurs Billing Adjustments	6-7
Types of Detailed Transaction Adjustments	6-8
Billing Holds	6-9
Billable Reclassification	6-10
Recalculating Revenue/Invoice Amount	6-11
Changing Billing Overrides	6-12
Changing Burden Overrides	6-13
Changing Standard Schedules	6-14
Review of Other Adjustments	6-15
Adjusting Expenditures in the Expenditure Window	6-16
Adjusting Expenditures in the Expenditure Inquiry Window	6-17
Other Invoice Changes	6-18
Controlling Billing with the Control Billing by Top Task Window	6-19
Adjustment Flow	6-20
Project Streamline Options	6-21
Adjustments to Existing Revenue and Customer Invoices	6-22
Adjusting Revenue Transactions	6-23
Invoice Credit Memos	6-24
Revenue Write-Off	6-25
Invoice Cancellation	6-26
Invoice Write-Offs	6-27
Adjustments at Project Completion	6-28
Example of a Cost-to-Cost Project at Project Completion	6-29
Summary	6-30
Lab 1: Performing Billing Adjustments	6-31
Lab 1 Solutions: Performing Billing Adjustments	6-33
Analysis and Reporting	7-1
Analysis and Reporting	7-2
Overview of Analysis and Reporting	7-3
Review of Project Status Inquiry (PSI)	7-5
Project Summary Amounts	7-6
Percent Complete Entry	7-7
Functionality of Project Status Inquiry (PSI)	7-8
Project Status Columns	7-9
Online PSI	7-10
Project Status Reporting	7-11
Employee Activity Report	7-12
Commitments	7-13
Creating Custom Reports Using Views	7-14
Maintaining Project Summary Amounts	7-15
Updating Project Summary Amounts	7-16
Resource Mapping	7-17
Precedence-Based Mapping	7-19
Unclassified Resources	7-20
Summary	7-21
Lab 1: Analyzing and Reviewing a Project Status Report	7-22
Lab 1 Solutions: Analyzing and Reviewing a Project Status Report	7-23
Reports and Listings	8-1

Reports and Listings	8-2
Implementation Listings	8-3
Project Entry Reports.....	8-10
Transaction Entry Reports	8-11
Project Expenditures Reports.....	8-12
Project Status Reports.....	8-14
Billing Review Report	8-17
Billing Process Flow Reports	8-20
Interface Audit Reports.....	8-22
Project Subledger Reports	8-23
Period Close Exception Reports	8-24
Summarization Period Exceptions Report	8-25
Processes and Reports	9-1
Processes and Reports.....	9-2
Distributing Processes	9-3
Tying Back Processes	9-7
Generating Assets, Invoices and Revenue Processes.....	9-9
Interfacing Processes	9-13
Refreshing and Updating Project Summaries	9-18
Streamline Processes	9-20
Miscellaneous Processes.....	9-21

Agreements and Funding

Chapter 1

Agreements and Funding

Section Objectives

At the end of this section, you should be able to:

- Describe the use of agreements and funding
- Enter an agreement and fund projects
- Describe the use of hard and soft limits and specify the limit control
- Enter funding at the project level and/or top task level
- Review funding information by project

Overview of Agreements

Overview of Agreements

An agreement is an authorization from a customer that serves as a basis for funding and work. You can fund one or more projects and/or top tasks with an agreement. Each agreement includes a

- customer,
- dollar amount, and
- hard or soft revenue limit.

A **hard limit** prevents revenue accrual and invoice generation beyond the amount allocated to a project or task by the agreement. A **soft limit** issues a warning when revenue accrual and invoice generation exceed the amount allocated to a project or task. No project or task can accrue revenue without an agreement to fund its revenue budget.

All revenue and invoices are recorded against an agreement, and all items that accrue revenue against an agreement subsequently bill against the same agreement.

Uses of Agreements

An agreement can fund one or more projects and/or top tasks.

Agreement administration is usually done by a group other than the group that creates and maintains projects. This arrangement helps ensure that project work is authorized by a customer agreement.

Types of Agreements

Agreement types categorize the various kinds of agreements.

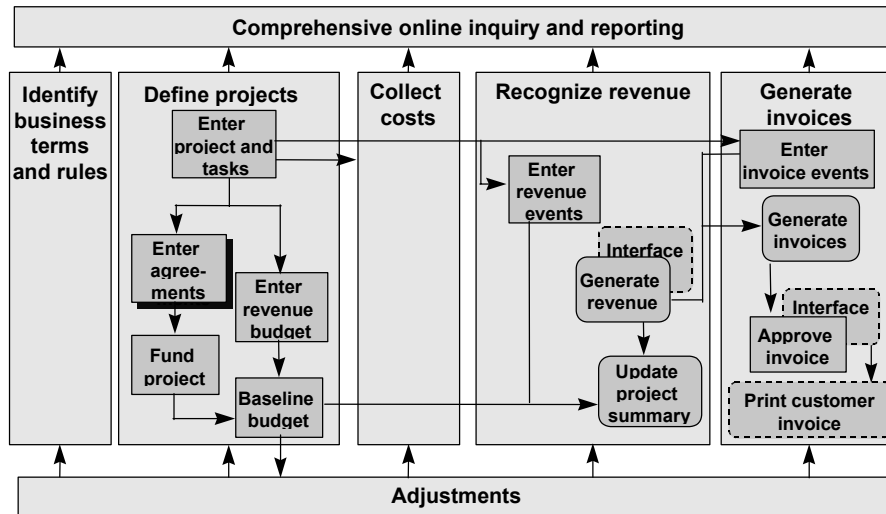
Types of agreements include the following:

- Fee Based

Overview of Agreements

- Reimbursable
- Service agreement
- Revolving
- Contract
- Purchase Order

Entering Agreements



Entering Agreements

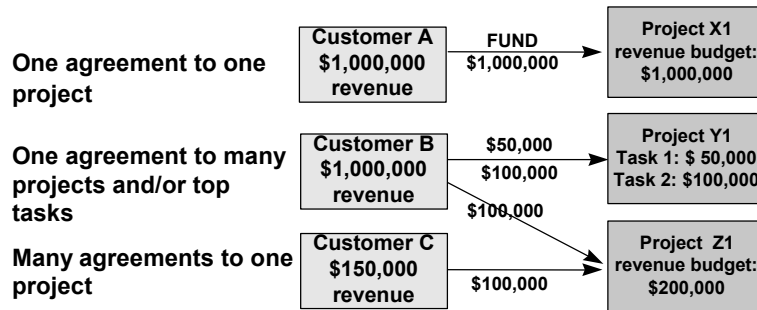
You can enter an agreement representing a purchase order, retainer letter, or any other funding agreement you make with a customer. When you record an agreement, you can specify payment terms for invoices against the agreement, and whether there are limits to the amount of revenue you can accrue and bill against the agreement.

From the Agreements window, you can open the Funding window to allocate funds to one or more projects (or to top tasks within a project), and to see how much unused funding remains for an agreement.

For any agreement, you can review the revenue and billing activity associated with the agreement, such as the amount of revenue accrued, the amount invoiced, and the amount of funding that is allocated and baselined.

Concepts of Funding Projects

You assign some or all of an agreement's funds to one or more contract projects and/or top tasks.



Key Requirement: For the budget baseline to succeed, funding *must* equal the revenue budget.

Funding at the Project Level

There are many different ways to link agreements, projects and tasks. You should learn the benefits and consequences of each method.

One Customer, One Agreement

Use one agreement when you have one customer and one contract.

This should be your most frequent case. All revenue is accrued and all invoices billed against the same agreement. The same agreement may fund other projects without changing the operation of the system.

Multiple Customers, One Agreement Per Customer

Use one agreement per customer when you have multiple paying customers, no additional contracts with any of the customers, and a requirement to invoice by contract.

Concepts of Funding Projects

All revenue and invoice amounts are divided between each customer according to the percentage splits defined for the project in the Customers and Contract Project options. Each run of generate revenue creates one draft revenue per customer, and each run of generate invoice creates one draft invoice per customer. The draft revenue and invoices for all customers contain the same items, but with prorated amounts.

Oracle Projects supports only one percentage split between customers over the life of a project. If you want to change an existing percentage split, you must cancel all invoices and recalculate all revenue.

One Customer, Multiple Agreements

Use multiple agreements when you have one customer, but several contracts, and a requirement to invoice by contract.

For example, a project that was originally funded by one purchase order is subsequently funded by another purchase order. The customer has requested that each invoice reference a specific purchase order. In this case, you would fund the project from two agreements, one for each purchase order. The PRC: Generate Draft Invoice process produces two invoices -- one against each purchase order agreement from which funding is used.

When revenue is generated, hard limit agreements are used first in order of expiration date, followed by soft limit agreements in order of expiration date. When revenue fills one agreement and starts on the next, all of the items in the current revenue run are prorated between the two agreements. This proration follows through on the invoices.

Multiple Customers, Multiple Agreements Per Customer

Use multiple agreements per customer when you have multiple paying customers, multiple contracts with one or more of the customers, and a requirement to invoice by contract.

This method is a combination of the two above. Revenue is prorated between the customers according to their percentage split. For each

Concepts of Funding Projects

customer, revenue is placed on agreements by the same rules as for multiple agreements and a single customer.

Funding at the Task Level

One Customer, One Agreement

Use one agreement when you have one customer and one contract.

Use this method only if you want to accrue revenue cost-to-cost at the task level or impose hard or soft revenue limits at the task level.

Task level funding with one agreement does NOT create separate task invoices. However, you can define an invoice format to group expenditure items by task.

One Customer, Multiple Agreements

Use multiple agreements when you have one customer, but a requirement to create a separate invoice for each top task.

You can use this method to accrue revenue cost-to-cost or impose hard or soft revenue limits by task, as well as automatically create separate invoices by task.

To create separate invoices by task, you must use a different agreement to fund each task. If you use more than one agreement for a single task, the agreements are used according to the precedence described earlier for projects.

Project Versus Top Task Funding

Project Versus Top Task Funding

- Agreements can fund at the project or top task level.
- You decide whether to use project or top task funding based on the requirements of your project and your company.
- Use of funding:
 - Denotes how much revenue/billing is assigned to a unit of work (project/top task) for reporting
 - Can control how much a project or top task accrues and bills (if using hard limits)

Additional Requirements for Top Task Funding

- Cannot use top task funding with a multiple customer project.
- Requires task-level budgets. Total funding to top task must equal task revenue budget.
- Must use invoice formats with top task grouping.

Concept of Hard Limit

Concept of Hard Limit

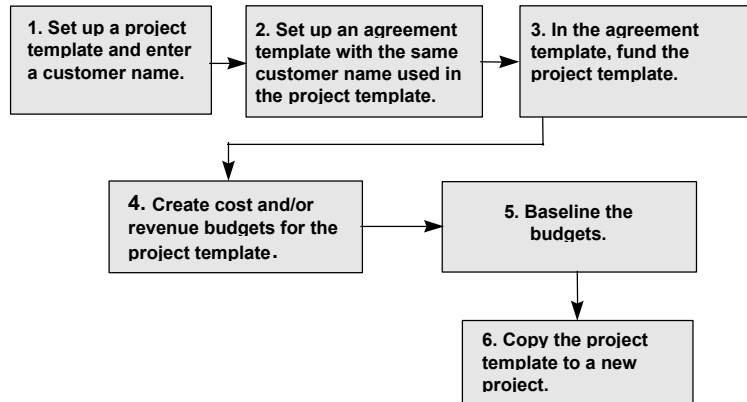
- A hard limit places a firm cap on the revenue and invoice amounts that you can accrue and bill a project or top task. You cannot accrue and bill past the funded amount.
- If a hard limit is not used, you can accrue and bill revenue and invoice amounts above the funded amount. (*Soft Limit*)
- For each agreement, you specify whether to impose a hard limit.
 - Each project and top task limit is controlled by the agreements that fund it.
 - Hard limits control both revenue accrual and billing.

Overview of Quick Agreement/Funding

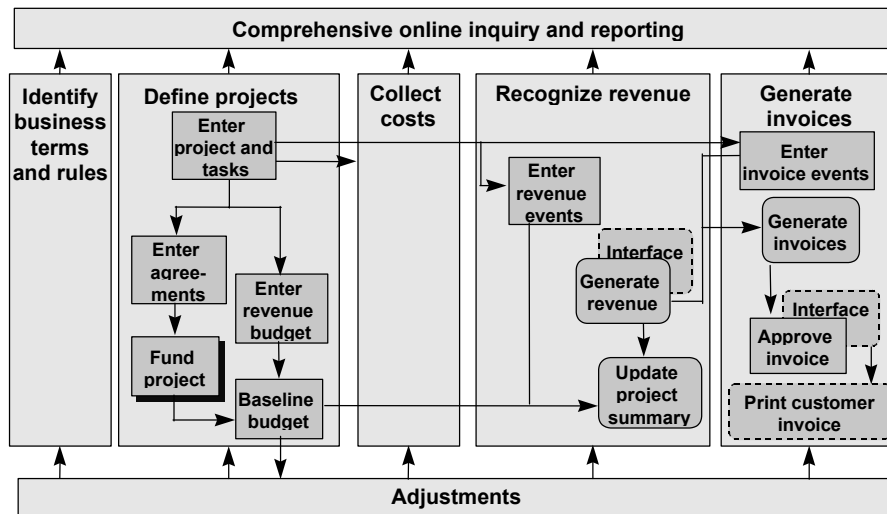
Overview of Quick Agreement/Funding

- This feature allows you to quickly set up contract projects. It is particularly useful for short-term projects, where you can create an agreement using the Quick Agreement/Funding feature. You can create a project template that is associated with an agreement, is already funded, and contains baselined budgets.
- When you create a new project by copying the template, the project will already be funded and have baselined budgets.
- If your project template asks for a customer name in the Quick Entry window, you can override the customer in the project template.
- If you are not prompted for a customer name in Quick Entry, your project will be created with the same customer as was specified in the project template.

Creating a Project Using Quick Agreement/Funding



Entering Funding Lines



You can allocate an agreement's funds to a project or top-level task. You can divide these funds among several projects or tasks. In addition to allocating funds, you can reverse agreement funding from a project or task, up to the amount accrued or invoiced.

Note: You cannot fund at the task-level for multiple-customer projects.

You can also view the funding line's baseline status for this project or task.

Note: Only baselined funding is used for revenue or invoice generation.

Maintaining Agreements and Funding

Maintaining Agreements and Funding

- During the project life cycle, you may need to change the funding amount.
- Increase funding by creating new funding lines.
 - Fund unallocated agreement funds to projects or tasks.
 - Increase agreement based on additional customer funds.
 - Create a new agreement based on additional customer funds.
- Reverse funding by creating negative funding lines.
- You can reverse funding up to the amount accrued or invoiced for the project or top task against the agreement.
- The total of all funding lines cannot exceed the total agreement amount.

Note

You create a new agreement if the customer needs to reference the agreement number, such as PO number, on the invoice. Each invoice is created for a project and an agreement.

Summary

This lesson described how to do the following:

- Fund contract projects or top tasks with customer agreements:
 - One agreement to one project or top task
 - One agreement to many projects or top tasks
 - Many agreements to one project or top task
- Define an agreement with a hard limit
- Define Quick Agreement/Funding
- Enter Funding Lines

For more information, see the following topics in the Online Help Desk:

- Defining quick Entry Fields
- Entering Funding Lines
- Viewing Funding Summary
- Viewing Project Funding

Lab 1: Creating Agreements; Funding Projects

Instructions

You have entered your project. The next step is to fund the project with agreements from the customers. This step is required before you can accrue revenue or invoice the project.

After you have funded the project, you can enter and baseline the budget. The amount of project funding must equal the project budgeted revenue amount to successfully baseline your budget.

In this exercise, you will:

- Create an agreement for your contract project.
- Fund your project with the dollars available in the agreement.

Step 1: Create the Agreement for the Contract

To create the agreement for your project, you will enter the following data:

Customer	CUS GOV NON DOT
Agreement region:	
Number	XX-AGMT01 (XX is your student number)
Type	Reimbursable
Amount	1,000,000.00
Terms	Immediate
Hard Limit	No (unchecked)
Expiration Date	<Blank>
Description	(Any Description You Wish)
Administrator	<Defaults>

Lab 1: Creating Agreements; Funding Projects

Step 2: Fund the Project

You will use the following data to fund the project:

Project Number	Task Number	Amount	Date
XXSFL1	<Blank>	1,000,000.00	<Defaults>

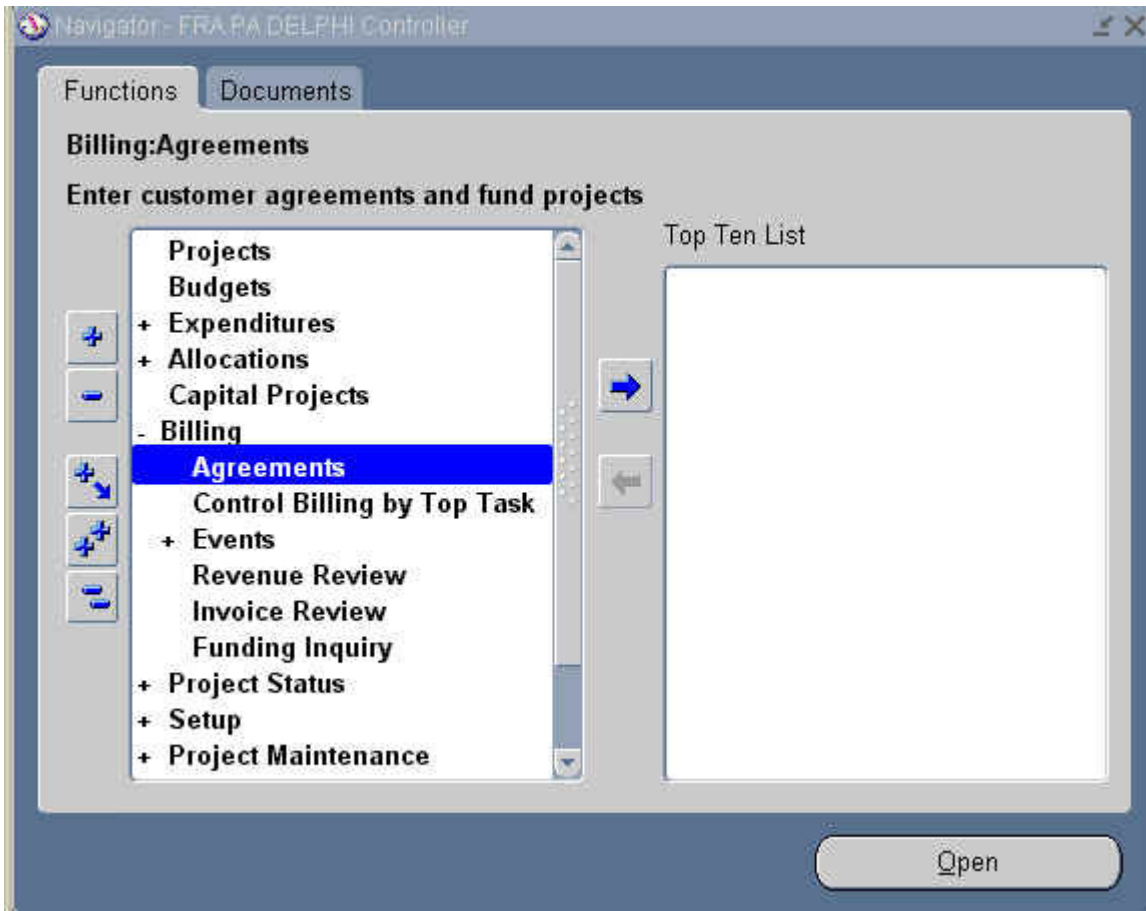
Step 3: View Project Funding Online

View the Funding Summary online.

Lab 1 Solutions: Creating Agreements; Funding Projects

Step 1: Create the Agreement for Your Project

1. From the Navigator window, expand Billing and then choose Agreements (B) Open.



Navigator

N > Billing > Agreements

(B) Open

2. Enter CUS GOV NON DOT in the Customer Field.
3. Enter XX-AGMT01 in the Number field of the Agreement region.

Lab 1 Solutions: Creating Agreements; Funding Projects

4. Enter Reimbursable in the Type field.
5. Enter \$1,000,000.00 in the Amounts field.
6. Enter Immediate in the Terms field.
7. Hard Limit checkbox unchecked.
8. Enter a description (optional).
9. Your student number defaults in the Administrator field.
10. Verify that the agreement window looks like this:

The screenshot shows the 'Agreement (FEDERAL RAILROAD ADMIN)' window. The 'Agreement' section contains the following fields:

- Customer Name: CUS GOV NON DOT
- Customer Number: 1100
- Number: XX-AGMT01
- Amount: 1,000,000.00
- Type: REIMBURSABLE
- Terms: IMMEDIATE
- Hard Limit: ☐ (unchecked)
- Expiration Date: (empty)
- Description: <Any description you wish>
- Administrator: <Defaults>
- Creation Date: 16-JAN-2002

The 'Summary Amounts' section contains the following fields:

- Amount: 1,000,000.00
- Allocated, Not baselined: (empty)
- Allocated, Baselined: (empty)
- Not Allocated: 1,000,000.00
- Net Revenue: (empty)
- Revenue Write-Off: (empty)
- Invoiced Amount: (empty)

At the bottom right, there are two buttons: 'Funding Summary' and 'Funding'.

Lab 1 Solutions: Creating Agreements; Funding Projects

11. Save your work. Keep the Agreements window open for the funding process.

Step 2: Fund Your Project with the Agreement Dollars

1. In the Agreements window, select (B) FUNDING.
2. Fund your project by entering the following data in the Fund Projects window:

Fund Projects (FEDERAL RAILROAD ADMIN) - CUS GOV NON DOT, XX-ADMT01

Total Not Allocated: 0.00

Baselined

Project Number	Task Number	Amount	Date	Baseline
XXSF1		1,000,000.00	16-JAN-2002	<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Project Name: XXSF1 Contract Project

Task Name:

3. Save your data and close the window.

Lab 1 Solutions: Creating Agreements; Funding Projects

Step 3: View Project Funding Online

Navigate to the Funding Summary window in one of the following ways. (A or B)

Fund Projects

N > Billing > Agreements

(B) Open

A. In the Agreements Window

Locate the agreement you have just entered by querying the Number field.

From the Menu, select View - Query by Example - Enter (You are now in Query mode)

1. With your cursor in the Agreement Number field, enter XX-AGMT01.
2. Execute the query.

To execute the query, select View – Query by Example - Run

3. Select (B) Funding Summary.

The following window opens:

The screenshot shows a software window titled "Funding Summary (CUS GOV NON DOT, XX-AGMT01)". It has two tabs: "Funding Amounts" (selected) and "Billing Amounts". Below the tabs is a table with the following data:

Project Number	Task Number	Not Baselined	Baselined	Total
XXSF1		1,000,000.00	0.00	1,000,000.00

At the bottom of the window, there are three fields: "Project Name" with the value "XXSF1 Contract Pr...", "Task Name" (empty), and a "Funding History" button.

4. Verify the funding, then close the window.

Lab 1 Solutions: Creating Agreements; Funding Projects

B. From the Navigator

1. Expand Billing and select Funding Inquiry
N > Billing > Funding Inquiry
2. Enter the following criterion in the Project Funding Inquiry window:
Project Number: XXSF1
3. Select (B) Find.

Project Funding Inquiry (FEDERAL RAILROAD ADMIN)

Project Number: **XXSF1** Project Name: **XXSF1 Contract Project**
Top Task Number: Task Name:
Project Currency: **USD**

Summary Amounts

Funding, Not Baselined	1,000,000.00	Net Revenue	0.00
Funding, Baselined	0.00	Revenue Write-Off	<input type="text"/>
Total Funding	1,000,000.00	Invoiced Amount	0.00

Summary by Agreement

Agreement Number	Top Task Number	Not Baselined	Baselined	Total
XX-AGMT01		1,000,000.00	0.00	1,000,000.00

Customer Name: **CUS GOV NON DOT** Task Name:

4. Close your window and remain in the Navigator for the next exercise.

Revenue Budgets

Chapter 2

Revenue Budgets

Section Objectives

At the end of this section, you should be able to:

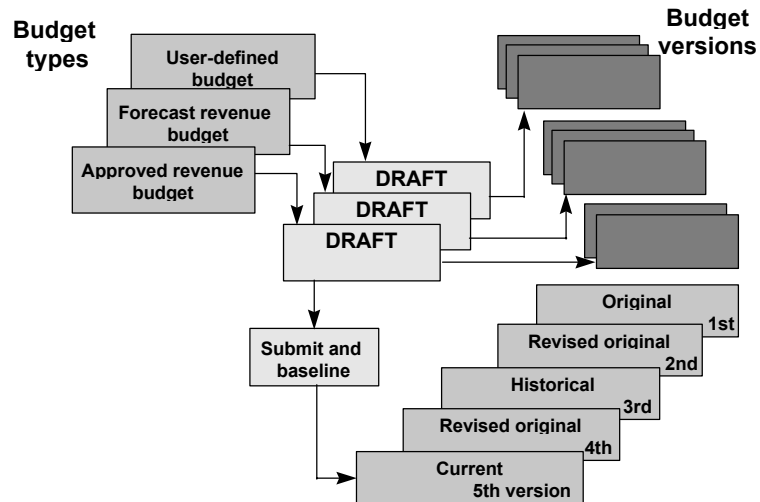
- Describe the options for budgeting contract projects
- Enter and baseline a revenue budget
- Modify a revenue budget

Review of Budget Features

Review of Budget Features

- Before accruing revenue or billing, you must baseline a revenue budget for a contract project.
- A revenue budget is the anticipated billing amount to the project customers.
- Multiple revenue budget types can be created and used for project status if required.
- The Approved Revenue Budget type is the default revenue budget type used for project status reporting.

Budget Types and Versions



Revenue Budget Type

Using a revenue budget type is the same as using a cost budget type. Revenue budget types are characterized by the following:

- Versions
- Budget entry method (BEM)
- Resource lists
- Budget lines

Revenue Budget

Revenue Budget

A revenue budget is entered in the same way that a cost budget is entered.

- Decide which budget entry method to use. The revenue and cost budgets can use different BEMs.
- Decide the level of detail to budget (resource lists).
 - Will resources be summarized or categorized?
 - Which types of resources will be used?

When baselining a revenue budget, Oracle Projects verifies that the total amount of agreement funding equals the total amount of revenue.

- If project-level funding is used, project totals are used.
- If top-task-level funding is used, each top-task revenue budget amount must equal its corresponding funded amounts.

Budget Entry Methods

Budget Entry Methods

- Revenue budgets, like cost budgets, use BEMs to determine:
 - Level of budget: Task-level budgeting must be used for task-funded projects.
 - Time phases
 - Detail of budget
- However, revenue budgets can track only:
 - Quantity
 - Revenue amount
- Projects can use the same or different BEMs for revenue and cost budgets.

Resource Lists

Resource Lists

- Revenue budgets can use resources that are categorized by:
 - Organization
 - Revenue category
 - Expenditure category
 - None
- Revenue budgets use resource lists for budgeting detail lines.
- Resource lists can be different for cost and revenue budgets.

Maintaining Revenue Budgets

Maintaining a Revenue Budget

To maintain an existing budget or to create a new revenue budget:

- Choose the correct revenue budget type.
- Copy existing amounts if desired.
 - Choose draft for current version amounts, or
 - Choose historical version from the Budget History window, or
 - Copy actuals (only for BEMs that are time-phased).
- Choose a new BEM and/or resource list if needed.

You cannot select a different resource list if the budget type has been baselined previously.

- Modify/delete amounts from the Budget Lines window as needed.
- Submit.
- Verify/modify agreement funding if the overall revenue budget amount has changed at the project or top task levels.
- Baseline.
 - Before you baseline a budget for a contract project, you must fund it with a customer agreement.
 - Baselining checks whether the revenue budget equals the funding for the project.

Summary

This lesson described how to do the following:

- Enter the revenue budget types in the same way as cost budget types.
 - Same or different resource lists
 - Add event type resource type
- Make revenue budgets equal to funding at the level funded.
- Use task-level budgeting if using task-level funding.

For more information, see the following topics in the Online Help Desk:

- [Updating or Creating Budget Entry Methods](#)
- [Entering Budget Types](#)
- [Project Level Budget Entry](#)
- [Defining Budget change Reasons](#)
- [Updating, Creating, or Reviewing Budgets](#)

Lab 1: Entering and Baselining a Revenue Budget

Instructions

You have entered your project and its agreement. The next step is to enter a revenue budget.



To successfully baseline your revenue budget, the project funding must equal the project budgeted revenue amount.

Baselining is required before you can accrue revenue and invoice the projects.

Step 1: Enter a Revenue Budget for the Project

In the Budgets window, enter the following data:

Budget Type	Approved Revenue Budget
Version Name	Version 1
Version Description	Revenue Budget for xxSF1
Entry Method	Project Level, Date Range.

Revenue budget: \$1,000,000 at the project level.

Effective Date: 01-JAN-2000 thru 31-DEC-2000.

Note: The unit of measure “HOURS” is for the column “Quantity” and not for the Revenue dollars.

Step 2: Submit the Revenue Budget

After you complete the budget entry, submit your draft to indicate it is ready for review and baselining.

Lab 1: Entering and Baselining a Revenue Budget

Step 3: Baseline the Revenue Budget

For security reasons, a different project member other than the person who entered and submitted the budget usually performs this process. For this exercise you will baseline the budget.

In the next exercise, you will review the revenue results of your project. Before you can generate revenue for the project, you need to create transactions for your projects.

Step 4: Reviewing the Budget

Review the results of your project.

Lab 1 Solutions: Entering and Baselining a Revenue Budget

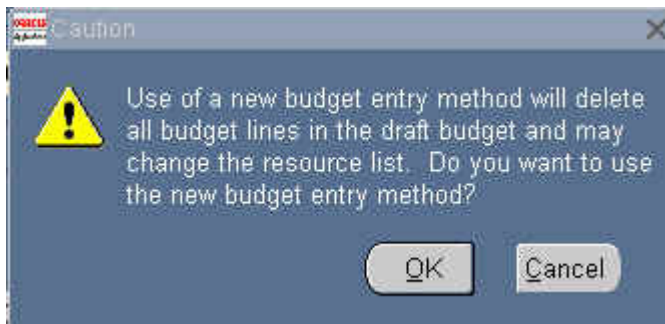
Step 1: Enter a Revenue Budget for the Project

1. From the Navigator select Budgets (B) Open.
2. In the Find Budgets area of the Budgets window, enter the project number in the Project Number field.
3. In the Budget Type field, select *Approved Revenue Budget* from the LOV.
4. Select (B) Find Draft.
5. In the Draft Budget area, enter the following data:

Version Name	Version 1
Description	Revenue Budget for xxSF1

6. In the Entry Methods field of the Entry Options area, select *Project Level, Date Range* from the LOV, if it is not the default.

If you change the entry method the following caution window appears:



7. Select (B) OK.
8. Save your work.

Lab 1 Solutions: Entering and Baselining a Revenue Budget

9. Select (B) Details. The Budget Lines window opens.

Budget Lines (FEDERAL RAILROAD ADMIN) - XXSF1, Approved Revenue Budget

Version Number: **Draft** Version Name: **VERSION 1**

Task Number: Task Name:

Effective Dates

F Resource	From	To	UOM	Quantity	Revenue
None	01-JAN-2000	31-DEC-2000	Hours		1,000,000.00

Total: **0.00** **1,000,000.00**

Change Reason: Comment:

10. Enter effective dates and 1,000,000 in the Revenue field.
11. Save your work and close the Budget Lines window.

This will take you back to the Budgets window.

Lab 1 Solutions: Entering and Baselining a Revenue Budget

Step 2: Submit the Revenue Budget

The screenshot shows the Oracle Budgets (FEDERAL RAILROAD ADMIN) application window. The 'Find Budget' section contains fields for Project Number (XXSF1), Project Name (XXSF1 Contract Project), and Budget Type (Approved Revenue Budget), with a 'Find Draft' button. The 'Draft Budget' section includes Version Name (VERSION 1), Status (Working), Change Reason, Description (REVENUE BUDGET FOR XXSF1), and a 'New Original' checkbox. The 'Entry Options' section shows Entry Method (PROJECT LEVEL, DATE RANG) and Resource List (None). The 'Totals' section displays a table for Labor with columns for Draft, Current, UOM, Quantity, Revenue, and Revised Date. The table shows two rows for Labor, both with a quantity of 0.00 and a revenue of 1,000,000.00. The bottom of the window features buttons for History, Copy Actual..., Rework, Submit, and Details.

Totals					
— Labor —					
		UOM	Quantity	Revenue	Revised Date
Draft	Hour		0.00	1,000,000.00	17-JAN-2002 14:45:43
Current	Hour		0.00	1,000,000.00	17-JAN-2002 14:45:41

When you complete budget entry, you submit your draft to indicate that it is ready for review and baselining.

Lab 1 Solutions: Entering and Baselining a Revenue Budget

1. Select (B) Submit.

You can change a submitted budget back to the status *Working* if you need to make changes to the draft. For example, you can change the status to *Working* if you accidentally submitted the budget or you found errors in the budget.

If the status is submitted and you wish to change back to working, select (B) Rework.

You cannot change the status to *Working* after you have baselined the budget.

Step 3: Baseline the Revenue Budget

The screenshot shows the Oracle Budgets (FEDERAL RAILROAD ADMIN) interface. The 'Find Budget' section includes fields for Project Number (XXSF1), Project Name (XXSF1 Contract Project), and Budget Type (Approved Revenue Budget), with a 'Find Draft' button. The 'Draft Budget' section includes fields for Version Name (VERSION 1), Status (Submitted), Change Reason, and Description (REVENUE BUDGET FOR XXSF1), with a 'New Original' checkbox. The 'Entry Options' section includes fields for Entry Method (PROJECT LEVEL, DATE RANG) and Resource List (None). The 'Totals' section includes a table for Labor with columns for Draft, Current, UOM, Quantity, Revenue, and Revised Date.

Totals					
Labor					
	UOM	Quantity	Revenue	Revised Date	
Draft	Hours	0.00	1,000,000.00	17-JAN-2002 14:45:43	
Current	Hours	0.00	1,000,000.00	17-JAN-2002 14:45:41	

Buttons at the bottom: History, Copy Actual ..., Rework, Baseline, Details.

Lab 1 Solutions: Entering and Baselining a Revenue Budget

1. Select (B) Baseline.

Baselining is the process of approving a budget for use in reporting and accounting. When the baselining function is called, the system copies the draft amounts into a new baselined budget version.

Step 4: Review the Budget

1. Navigate to the Budgets form.

N > Budgets

(B) Open

2. Select the project and budget type for which you want to review budget history and choose (B) Find Draft.

Lab 1 Solutions: Entering and Baselining a Revenue Budget

Budget Version History (FEDERAL RAILROAD ADMIN) - XXSF1, Approved Revenue Budget

Labor						
	Num	Name	UOM	Quantity	Revenue	Original
<input checked="" type="checkbox"/>	1	VERSION 1	Hour	0.00	1,000,000.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>						<input type="checkbox"/>
<input type="checkbox"/>						<input type="checkbox"/>
<input type="checkbox"/>						<input type="checkbox"/>
<input type="checkbox"/>						<input type="checkbox"/>
<input type="checkbox"/>						<input type="checkbox"/>
<input type="checkbox"/>						<input type="checkbox"/>
<input type="checkbox"/>						<input type="checkbox"/>
<input type="checkbox"/>						<input type="checkbox"/>

Change Reason: ☐ Was Original

Description: REVENUE BUDGET FOR XXSF1 []

Entry Options
Entry Method: PROJECT LEVEL, DATE RANG
Resource List: None

Baselined
By: BAZEMORE, FRA LINDA JEAN
Date: 17-JAN-2002 14:45:41

Budget Version History

3. Select (B) History.
4. Review the budget versions in the Budget Version History window.
5. Choose (B) Details to view the details of a budget version.

Lab 1 Solutions: Entering and Baselining a Revenue Budget

Budget Lines (FEDERAL RAILROAD ADMIN)- MBSF1, Approved Revenue Budget

Version Number: Version Name:

Task Number: Task Name:

Effective Dates

F Resource	From	To	UOM	Quantity	Revenue
<input checked="" type="checkbox"/> None	01-JAN-2000	31-DEC-2000	Hours		1,000,000.00
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Total

Change Reason Comment

Transactions

Chapter 3

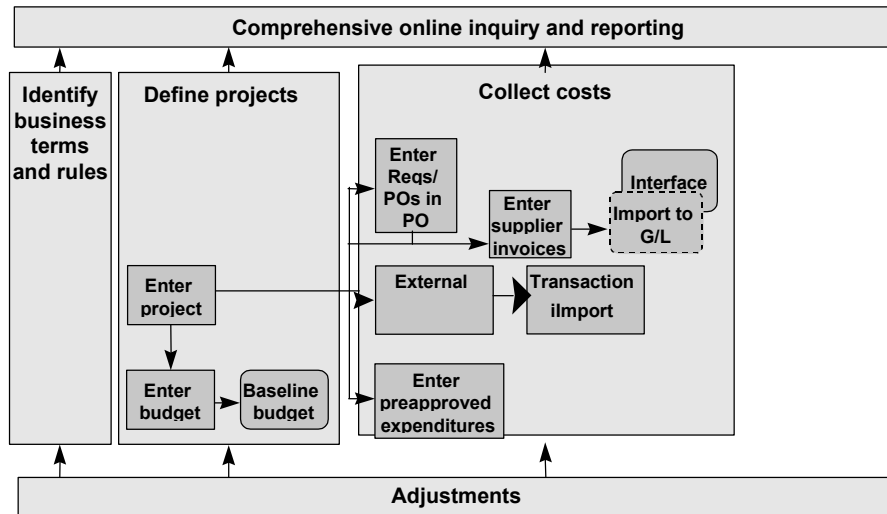
Transactions

Section Objectives

At the end of this section, you should be able to:

- Set up the types of transactions in Oracle Projects
- Describe the effects of charge controls
- Explain the flow and entry of the following:
 - Preapproved expenditure batches
 - Transaction import
 - Project-related requisitions, purchase orders, and supplier invoices

Section 1: Overview of Transactions



Actuals and Commitments

Actuals and Commitments

You record the following transactions against a project to record actual work performed or cost incurred:

- Asset utilization usage logs
- Supplier invoices
- Miscellaneous
- Burden
- Work in process
- Inventory

You record the following transactions against a project to record committed costs:

- Requisitions
- Purchase orders
- Unposted supplier invoices

Transaction Details

Transaction Details

- Each transaction must be charged to a project's lowest-level task.
- Each detailed transaction is recorded with these attributes:
 - Employee/supplier/organization that incurred transaction
 - Expenditure item date = when work was performed or cost was incurred
 - Project number
 - Task number = lowest-level task
- Expenditure type = Object Class
- Units of measure (UOM) = units defined by expenditure type
- Quantity = the quantity of units incurred
- Nonlabor resource = asset utilized (for usage logs only) = Materials and Misc
- Nonlabor organization = organization that owns of the nonlabor asset (for usage logs only) = Materials and Misc

Summary of Expenditure Definition

Summary of Expenditure Definition

Expenditure Type Class	Expenditure Category	Expenditure Type	Nonlabor Resource	Nonlabor Organization
Supplier Invoices	Equipment	31000		
		31010		
	Labor	11000		
		11120		
Usages	In-House Recoverables	Computer Services	PC	Data Systems
				Finance
			Sparc	IS
		Vehicles	Truck	Midwest
			Van	East
Miscellaneous	Fixed Assets Depreciation	Computer Services		
		Vehicles		
Burden				

Expenditure Type Classes for Miscellaneous Costs

You can simplify the collecting of miscellaneous costs using the following new expenditure type classes:

- Miscellaneous transaction
 - Tracks miscellaneous project costs
 - Is similar to the usages expenditure type class
 - Does not require a nonlabor resource or organization
- Burden transaction
 - Tracks burden costs that are calculated in an external system or on a project setup
 - Is created as separate expenditure items that has burdened cost amounts, but has no quantities and no raw costs
 - Can be interfaced to Oracle General Ledger

Multiple Expenditure Type Classes

Multiple Expenditure Type Classes

Expenditure Type	Originated Module	Expenditure Type Class
Materials	Oracle Payables	Supplier Invoice
Materials	Oracle Inventory	Inventory

Note: DELPHI is not using Oracle Inventory.

Multiple Expenditure Type Classes per Expenditure Type

You can assign multiple expenditure type classes to each expenditure type. Using this feature allows you to use a single expenditure type to classify as many different costs as you require.

For example, an expenditure with the expenditure type *materials* can have the expenditure type class *supplier invoice* if it originated in Oracle Payables, and the expenditure type class *inventory* if it originated in Oracle Inventory.

Methods of Transaction Entry

Preapproved Batches

Approved on paper; batch entry online in Oracle Projects.

- Usage logs
- Miscellaneous transaction

Transaction Import

Imported from external cost collection systems. Examples of items that can be imported are.

- Timecards
- Expense reports
- Usage logs
- Miscellaneous transaction
- Burden transaction
- Inventory
- Work In Process

Each of these require additional set-up by the Agency and DELPHI.

Methods of Transaction Entry

Other Oracle Applications

Standard use of product.

- Requisitions (Oracle Purchasing)
- Purchase orders (Oracle Purchasing)
- Supplier invoices (Oracle Payables)

Terminology of Transactions

Terminology of Transactions

Oracle Projects uses these terms for transactions:

- Expenditure item: The smallest unit of expenditure charged to a project and task.
- Expenditure: A group of expenditure items incurred by an employee or organization for an expenditure period.
- Expenditure batch: A user-defined name used to track a batch of preapproved expenditures, such as timecards and expense reports.

Examples

Expenditure Item

- Jo Trng1, 19-APR-1996, professional labor 8 hour(s)
- Jo Trng1, 20-APR-1996, professional labor 8 hour(s)

Expenditure

- Jo Trng1, control total = 16, for the week ended = 21-APR-1996
- Jo Trng2, control total = 40, for the week ended = 21-APR-1996

Expenditure Batch

Batch 123, 21-APR-1996

Charge Control Validation

Charge Control Validation

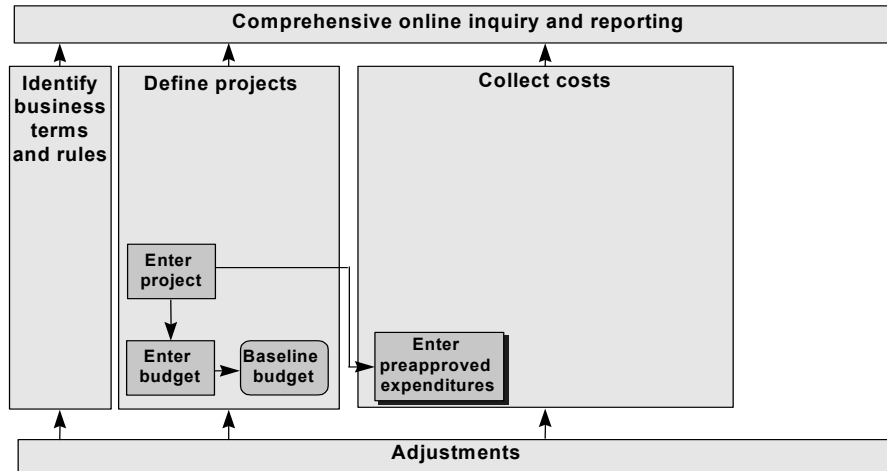
The following transactions charged to a project and task must pass the charge controls defined for the project and task:

- Preapproved usage logs in Oracle Projects (validation occurs online)
- External transaction import (validation occurs during import)
- Supplier invoices in Oracle Payables (validation occurs online)
- Requisitions and purchase orders in Oracle Purchasing (validation occurs online)

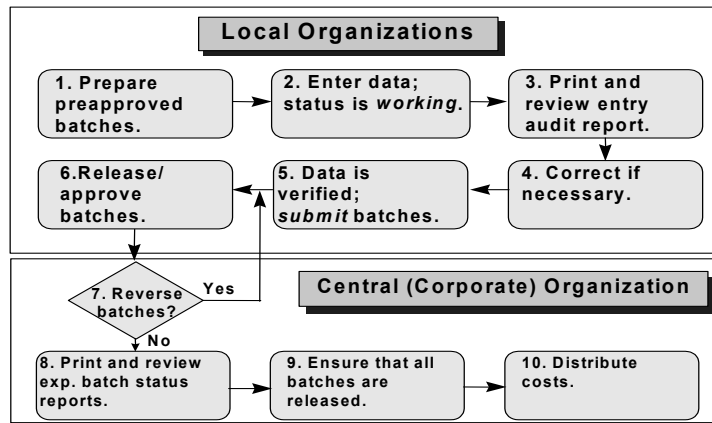
Online Validation

- Start/completion dates: Must be within dates of project or task.
- Project status: Can charge only to a nonclosed project. A non-closed status is one that when defined does not have the system status of closed. Examples in DELPHI are Approved, Awaiting Funding, Pending Close, Rejected, Submitted, and Unapproved.
- Task chargeability: Task must be chargeable and at lowest level.
- Transaction controls: See “Indirect Projects.”

Section 2: Preapproved Expenditure Batch Entry



Typical Preapproved Expenditure Batch Flow



Local Organizations

Steps 1 through 5 usually are completed by data entry personnel but step 6 can be accomplished by the employee's supervisor.

Central Organizations

Contact local organizations if all batches are not released.

Preparing Preapproved Batches

Preparing Preapproved Batches

You can perform some of these typical pre-entry activities:

- Standardize the batch-naming process.
- Organize batches of input documents.

Batch by item similarity within batch, which makes copying easier and simplifies repetitive data entry.

- Count the number of input documents in the batch, which reduces potential error.
- Calculate the sum of all the transaction amounts (quantities).

Examples

- Standardize the batch-naming process.

T4/21CHI (T = Timecards, 4/21 = Date, CHI = Organization)

- Organize batches of input documents.

All indirect employees; all employees working on one project

- Count the number of input documents in the batch.

20 employees = 20 timecards = 20 input documents in one batch

- Calculate the sum of all the transaction amounts (quantities).

Hours, dollars, days, and so on

Entering Preapproved Usages

Entering Preapproved Usages

Expenditures window

- In the Expenditures region, enter employee or organization.
- In the Expenditure Items region, select the usage expenditure type, such as vehicle, field equipment, computer services.
- Nonlabor Resource and Organization: These fields are required for nonlabor usage entry. Currently, DELPHI has not defined any nonlabor resources or organizations. Each Agency will identify these when implementing.
- Organization: Enter the organization that owns the asset utilized.
- Quantity: Enter the number of units.
- Units vary by type, for example:
 - Vehicles - days
 - Field equipment - hours
 - Computer service - hours

Resolving Problems in Expenditure Entry

Resolving Problems in Expenditure Entry

You may encounter these problems when entering expenditures:

- The project or the task does not allow charges.
- The expenditure batch-control totals do not match running totals.

What If the Project or Task Does Not Allow Charges?

- Read the description and try to determine the proper number (transposed?).
- Contact the employee, supervisor, or project manager and ask for a correction.
- Last resort: Assign to a suspense project. This is a company policy decision. You can report charges to a suspense project by organization to help to correct or clear charges from the project.

What If the Expenditure Batch-Control Totals Do Not Match the Running Totals?

- Determine whether the problem is with the entry or the control total:
 - Missing or duplicated entries
 - Wrong amounts
- Change the control total when:
 - It is incorrectly calculated.
 - An expenditure is removed from the batch.

Preapproved Expenditure Entry Audit Report

Preapproved Expenditure Entry Audit Report

- You can review and verify data entry of preapproved batches using the Preapproved Expenditure Entry Audit Report.
- This report displays the details of preapproved expenditure batches, including expenditures and expenditure items.

Submitting Preapproved Expenditures

Submitting Preapproved Expenditures

- You submit the preapproved batch when you have finished entry.
- The batch running totals must equal the control totals (if using control totals) before you can submit the batch.

What If the Running and Control Totals Are Not Equal?

- Status will not change.
- Error message is displayed.

To fix the error:

1. Return to the Expenditure Batches window.
2. Correct the Control and Running fields totals.
 - Data entry error
 - Control total error
3. Select (B) Submit.
4. Save your work.

Purpose of Releasing Preapproved Batches

Purpose of Releasing Preapproved Batches

- Releasing a batch is a second level of review after entry. This is usually done by someone other than the entry person, typically the entry person's supervisor. You can use function security to remove the release capability from the entry person's responsibilities.
 - Use the Preapproved Expenditure Entry Audit Report to review batch input before release.
 - Expenditure batches can be edited before release; the status must be "Working" to make corrections.
- Release makes expenditures ready for cost distribution; only approved expenditures can be cost distributed.
- Release is synonymous with "Approval."

Purpose of Reversing Preapproved Batches

Purpose of Reversing Preapproved Batches

- You can reverse an expenditure batch if the current batch is released and the transaction source of the batch allows adjustments.
- When you reverse an expenditure batch, all expenditure items are reversed except:
 - Related items
 - Expenditure items that have been already reversed
 - Reversing items (net zero adjusted items)
 - Expenditure items that were created as a result of a transfer adjustment

Note

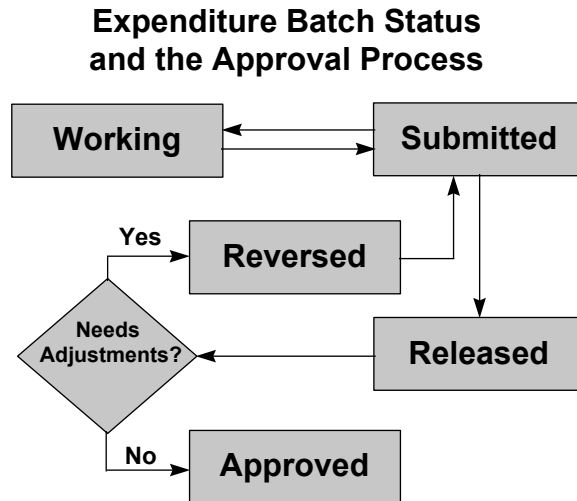
- When the reversal is complete, you can display the number of items that are adjusted and rejected.
- You must use the Reverse button in the Expenditure Batches window to reverse the entire preapproved expenditure batch.

Purpose of Correcting Preapproved Batches

Purpose of Correcting Preapproved Batches

- After submitting a batch, you can make corrections such as adding, deleting, and revising expenditures and expenditure items that were incorrectly reported or entered.
- If the status of the batch is submitted, you must return it to working, and then make the corrections at the expenditure/expenditure item level before resubmitting the batch.
- If the status of batch is released, you must reverse the full amount of the original item before entering the correct information.

Preapproved Expenditure Approvals



Working

- In the process of creation
- Can exit and return to the batch
- Control totals do not have to match

Editing: All changes are acceptable

Submitted

- Ready for review
- Control totals must match
- Eligible for release

Editing: Can change status back to Working and then make edits.

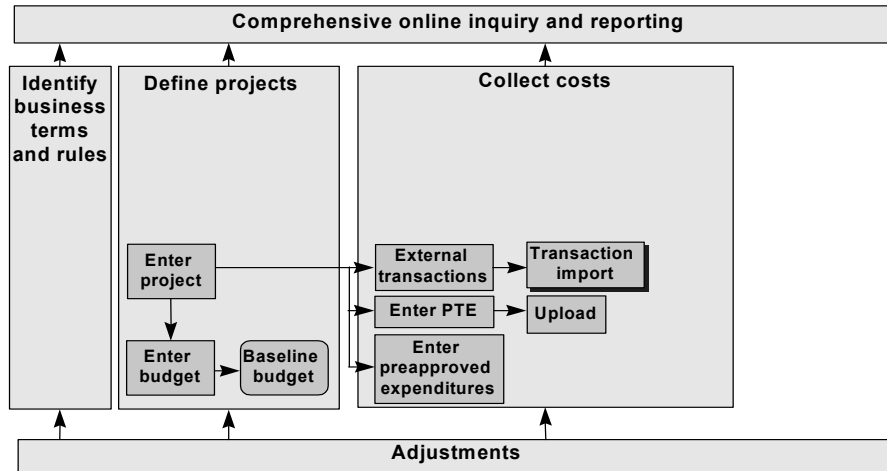
Preapproved Expenditure Approvals

Released

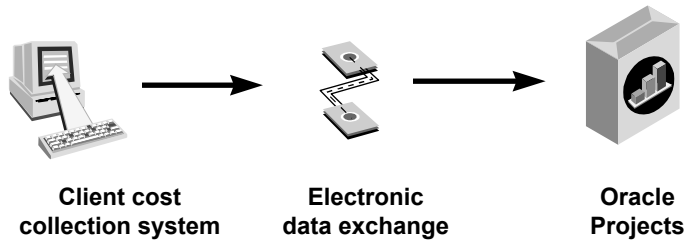
- Approved
- Ready for cost distribution
- Cannot be changed back to Submitted

Editing: No changes allowed; must reverse entries in a new batch.

Section 3: Transaction Import



Basic Business Requirements for Transaction Import



Business Requirements for Transaction Import

Clients may want to import the following transactions from their own cost collection systems into Oracle Projects:

- Timecard entry systems
- Electronic data-collection system of asset usage; for example:
 - Printer
 - Computer
- Expense report entry system
- Payroll system that calculates complex transactions for benefits, overtime, and other labor charges
- Fixed assets system that calculates depreciation to be charged to a project
- Manufacturing system such as inventory and work in process

Transaction Import Functions

Transaction Import Functions

- Validate and load transactions from an external cost collection system.
- Import validated transactions into Oracle Projects and create corresponding expenditure records such as expenditure batches, expenditures, and expenditure items.
- Report rejected transactions.
- Update the transaction in the interface table with the status of rejected and the rejection reason.

Other Functions

- Import transactions into Oracle Projects such as timecards, usages, expense reports.
- Import adjustments to previously imported transactions. Adjustments are transactions with negative quantities.
- Import uncoded transactions. Oracle Projects costs these transactions as it does other transactions based on cost rate and quantity. Uncoded transactions only have quantity.
- Import coded transactions. Oracle Projects does not recalculate the raw cost for these transactions. Coded transactions have quantity and raw cost.

Unmatched, negative import transactions have negative quantities (and/or raw costs, if they are coded) and do not reverse any specific transaction in Oracle Projects. All other adjusting transactions in Oracle Projects must reverse another transaction.

Oracle Projects does all burdening, accounting, and billing for these imported transactions.

Transaction Source

Transaction Source

A transaction source is defined during implementation to identify each source of imported transactions.

Transaction Source	Expenditure Type Class	Costed	Purgeable	Description
Faxed timecard	Straight Time	No	Yes	Faxed timecard
Printer	Usage	Yes	Yes	Copy usage log

Defining Transaction Source

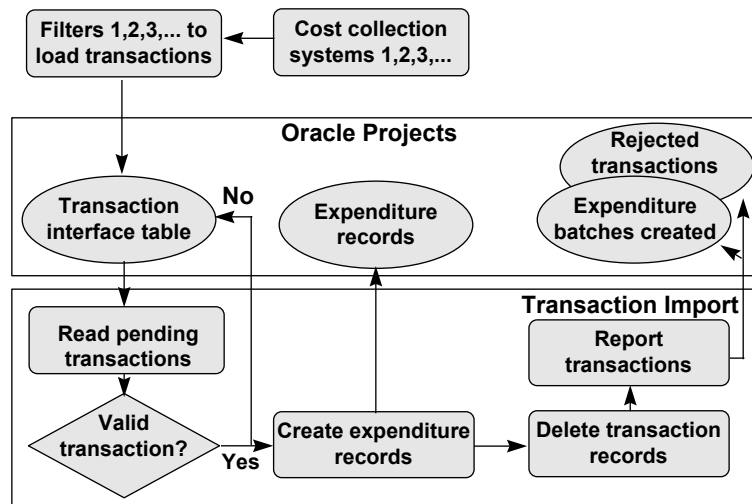
To define a transaction source, you must specify these items:

- Expenditure type class
- Costed/uncosted
- Purgeable
 - If the source is purgeable, transaction import deletes the corresponding transactions from the interface table.
 - If the source is not purgeable, transaction import updates the status of the corresponding transaction in the interface table with a status of accepted. You must manually delete these transactions.

More Transaction Import Functions, Controlling by Transaction Source

- Import burdened costs along with raw costs.
- Import of raw costs posted to GL from an external system.
- Duplicate original system reference values.
- Adjust imported items in Oracle Projects.

Transaction Import Flow



Transaction Import Process

1. Read pending transactions.
 - Rejected and accepted items are not processed.
 - Transactions are grouped into expenditures using the transaction source and other criteria based on the type of transaction.
2. Validate transaction.
 - If one item in expenditure fails validation, then no items for that expenditure are imported. All items are marked as rejected.
3. Create expenditure records.
 - Create released, preapproved expenditure batches, expenditures, and expenditure items.
4. Purge accepted transactions.
 - If the transaction source is purgeable, then accepted rows are deleted.

Running Transaction Import

Running Transaction Import

- Submit transaction import by:
 - Transaction source (required)
 - Batch name (optional)
- Review the results of the output report.
 - Reject transactions with rejection reason.
 - Create expenditure batches and number of expenditures.

Note

You can run multiple, concurrent transaction imports by source and batch name.

Correcting Rejected Rows

Correcting Rejected Rows

You can correct rejected rows in two ways:

- Use the Review Transactions window.
- Delete the rejected rows, correcting the data in the source system, and then reload the data into the interface table.

Once you correct the data, you rerun transaction import.

Repeat the cycle until all transactions are processed successfully.

Rejection Reason Codes

Transaction import may reject imported transactions for a variety of reasons. Examples of rejection codes and their descriptions include the following:

- **DUPLICATE_ITEM**: A transaction with the same transaction source and original transaction reference has already been imported into Oracle Projects.
- **INVALID_END-DATE**: The value for the expenditure ending date is not a valid week ending date.
- **INVALID_PROJECT**: No project exists with the project number specified.
- **PA_EXP-TASK-TC**: The transaction violates an expenditure transaction control at the task level.

Viewing Imported Transactions

Viewing Imported Transactions

You can view and report imported transactions as you do all other transactions in Oracle Projects.

Expenditure batch name is set to

<Batch Name>-<Interface Run ID>

Use the following report and windows:

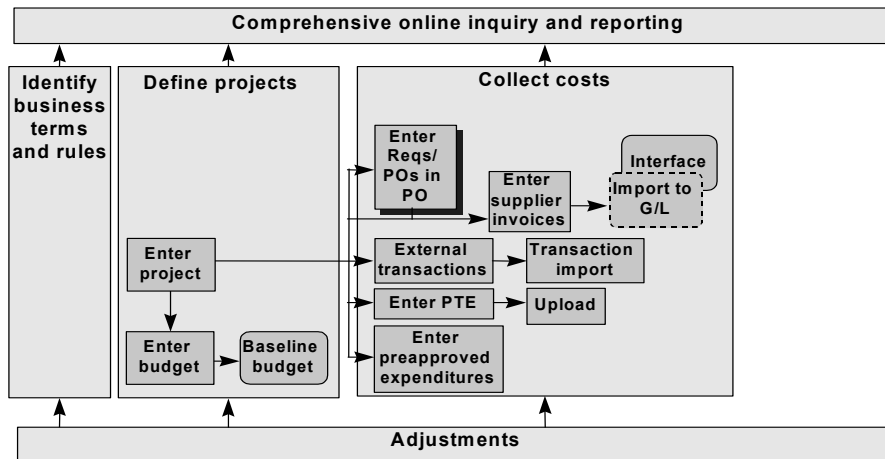
- Preapproved Expenditure Entry Audit report
- Appropriate Preapproved Expenditures windows
 - Enter preapproved batches.
 - Review preapproved batches.
- Expenditure Inquiry (search criteria includes transaction source)

Auditing Imported Transactions

Auditing Imported Transactions

- Each imported transaction is uniquely identified by:
 - Transaction source
 - Original transaction reference
- You can use this unique identifier to reference the original transaction in the external system.

Section 4: Project-Related Transactions in PO and AP



Tracking Requisitions and Purchase Orders

Tracking Requisitions and Purchase Orders

You record project-related requisitions and purchase orders to track committed costs.

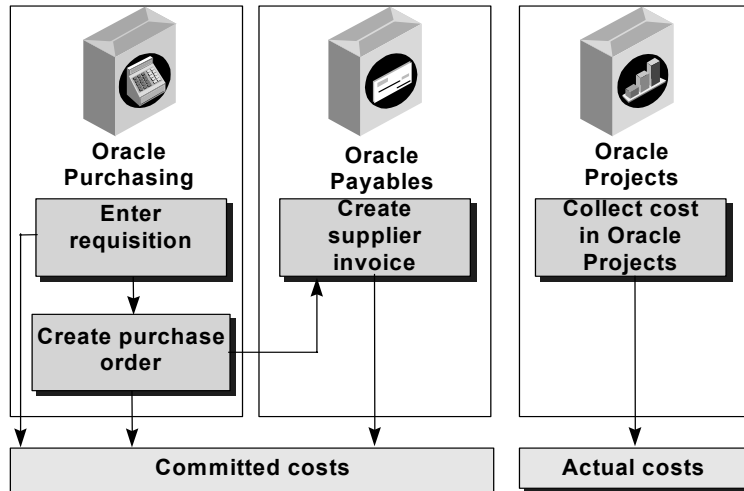
- Committed costs are outstanding expenses you have not yet incurred but expect (commit) to incur in the future.
- Commitments refer to outstanding requisitions.
- Obligations refer to outstanding purchase orders.
- Some companies include requisitions in the committed costs amount.

What Is the Total Cost?

The total cost is the cost that project managers want to track, not just actual costs, to have an overall view of project status. To calculate the total cost, use the following formula:

Total Cost = Committed Costs + Actual Costs

Commitments



Viewing Commitments

View commitment amounts online using Project Status Inquiry (PSI).

- Drill down to Oracle Purchasing to see supporting commitment details for the commitment summary amounts.
- Drill down from the Task Status window in PSI to Oracle Payables Invoice Overview window.
- Oracle Projects provides views against tables in Oracle Purchasing and Oracle Payables to help you easily report committed costs for a project.

Entering Project-Related Transactions in PO and AP

Entering Project-Related Transactions in PO and AP

You enter the same information for project-related transactions in PO and AP as you do for transactions entered in Oracle Projects.

- Project number
- Task number
- Expenditure type
- Expenditure organization
- Expenditure item date
- Quantity

Expenditure Type

Types with expenditure class of supplier invoices used in PO and AP

Expenditure Organization

- Organization that is ordering or incurring the expense
- Can be used to specify organizations other than project organization; particularly used for indirect projects

Expenditure Item Date

Date that you expect to incur the expense for the goods or services that you are requesting on requisition or purchase order or the date that you incur the charge on the invoice

Quantity

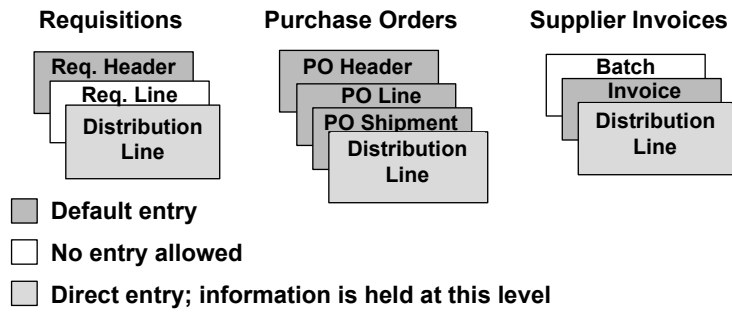
Quantity of goods or services that you are charged for; applicable only to supplier invoices

Entering Project-Related Transactions in PO and AP

- All project information that you enter in PO and AP is validated online using the transaction controls defined in Oracle Projects.
- You can enter project-related and nonproject-related lines on the same document. You specify the project information in the project-related columns.

Default Project Information

- All project information is held at the distribution-line level.
- You can enter default information at a higher level to speed entry.



Note

- Requisition and PO defaults are session defaults.
- Supplier invoice defaults are stored on the invoice and are retained when you requery the invoice.

Determining GL Accounts from Project Information

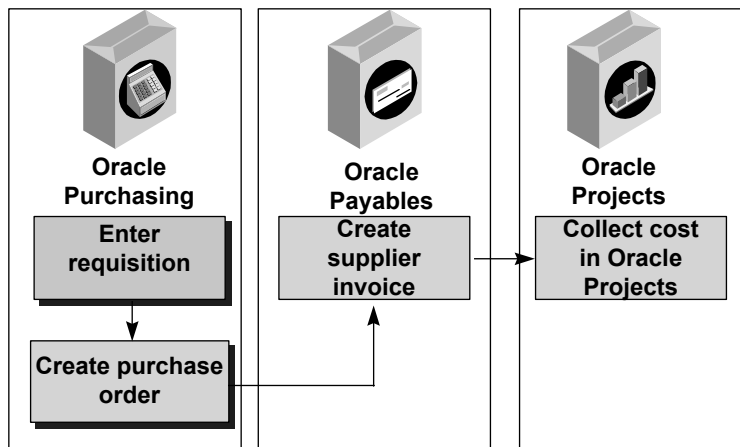
Determining GL Accounts from Project Information

The GL accounts for the project-related transactions are automatically determined from the project information that you enter.

- Mapping of transaction information to GL accounts is done using Account Generator.
- Account Generator rules are defined during implementation.
- Accounts are validated against allowable combinations in GL.

You can specify during implementation whether GL accounts determined by Account Generator can be overridden by the user.

Entering Project-Related Requisitions

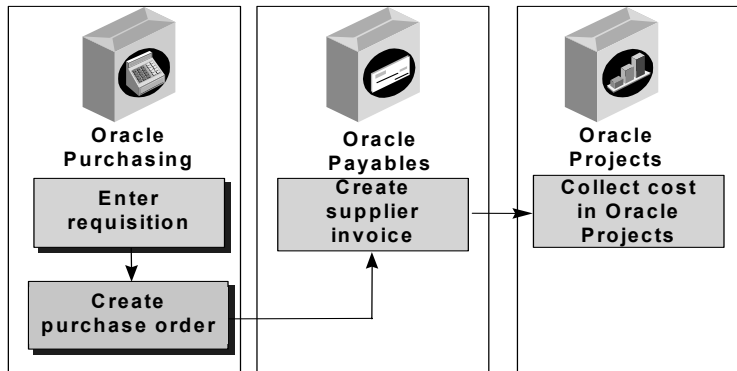


Project-Related Requisitions in Oracle Purchasing

You enter project-related requisitions in Oracle Purchasing using the Requisitions window.

You approve and process project-related requisitions as you do nonproject- related requisitions.

Entering Project-Related Purchase Orders



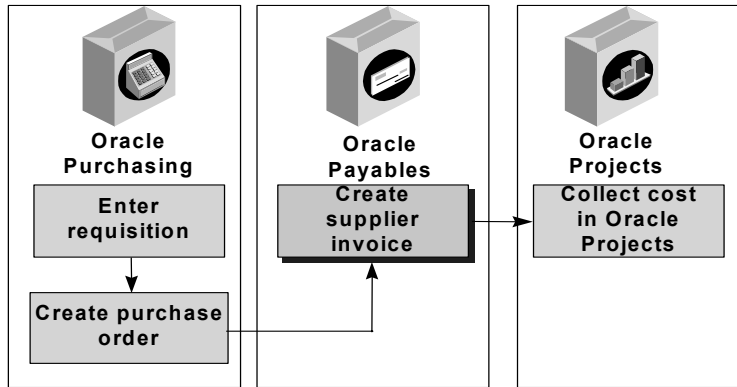
Project-Related Purchase Orders in Oracle Purchasing

You can create project-related purchase orders using one of these methods:

- AutoCreate the purchase order from the requisition.
 - Project and GL account information is copied from the requisition.
- Enter standard purchase orders.
- Enter blanket releases against agreement purchase orders.

You approve and process project-related purchase orders as you do nonproject-related purchase orders.

Entering Project-Related Supplier Invoices



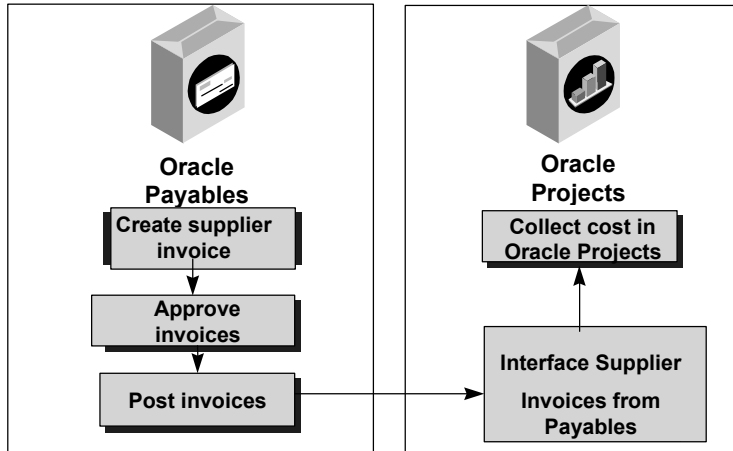
Project-Related Supplier Invoices in Oracle Payables

You can create project-related supplier invoices using one of these methods:

- Match the invoice to the purchase order.
 - Project and GL account information is copied from the purchase order.
- Enter invoices directly using the Enter Invoices form.
- Create invoices using project-related distribution sets.
 - You can use project-related distribution sets for project costs that recur over time.

You approve and process project-related invoices as you do nonproject- related invoices.

Interfacing Supplier Invoices to Oracle Projects



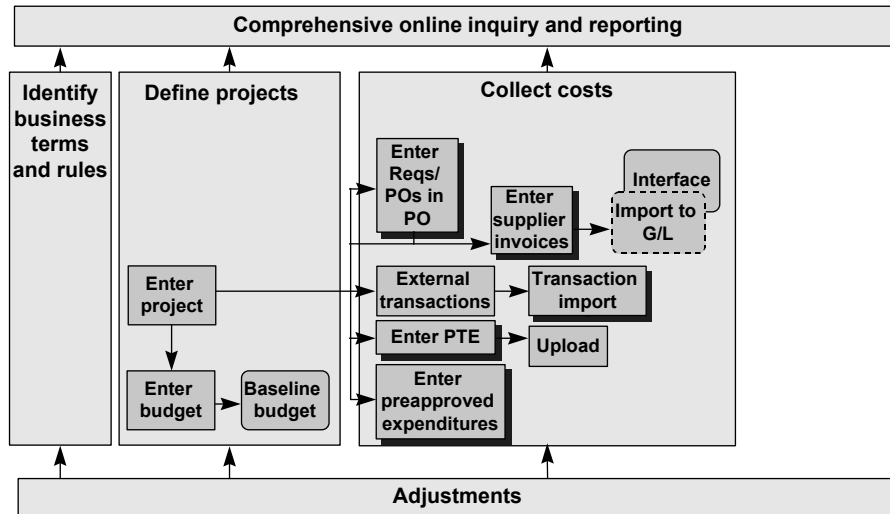
Project-Related Supplier Invoices

You must approve and post project-related supplier invoices before you can interface them to Oracle Projects.

You can then interface supplier invoices to Oracle Projects. You run the Interface Supplier Costs process in Oracle Projects. Each invoice becomes an expenditure; each invoice distribution becomes an expenditure item and a cost distribution line. The amounts and GL account information are copied from AP to Oracle Projects.

Section 5: Review of Project Expenditures

Summary Flow



Reviewing Project Expenditures

Reviewing Project Expenditures

You can review detailed expenditures charged to a project using the Project Expenditure Items window. Two expenditure inquiry modes are available in Oracle Projects:

- **Project:** The Project mode expenditure inquiry allows you to view expenditure items for a single project only.
- **All:** The All mode expenditure inquiry allows you to view expenditure items across projects.

Reporting Project Expenditures

Reporting Project Expenditures

You can use the following reports to review detailed project expenditures:

- Expenditures Detail Report: Lists expenditure details charged to a project.
- Expenditures Summary Report: Lists project expenditures summarized by employee, task, date, or expenditure type.

Summary

This lesson described how to perform these tasks:

- Record these transactions against a project to indicate actual work performed or cost incurred:
 - Asset usage logs
 - Supplier invoices
- Record these transactions against a project to show committed costs:
 - Requisitions
 - Purchase orders

For more information, see the following topics in the Online Help Desk:

- Creating a Pre-Approved Expenditure Batch Header
- Entering Pre-Approved Expenditure Line Items
- Releasing a Pre-Approved Expenditure Batch
- Submitting a Pre-Approved Expenditure Batch
- Auditing Pre-approved Expenditure Entry
- Correcting Rejected Rows of Transaction Import
- Review Project Expenditures for a Single Project
- Review Project Expenditures for All Projects

Lab 1: Creating Transactions

Instructions

After defining the project budget, you must enter all transactions for your project.

You have the following expenditure types within your project:

- Preapproved expenditure batches for usages and miscellaneous

Pre-Entry Activities

In your implementation, design naming/numbering conventions for batches that make sense for your business. For example, you might use Date/Expenditure type to distinguish one batch from another, or you might use the office or region name that the batch belongs to.

1. For this exercise, number your batches as follows:

- 01-U Represents User 1, Usage batch
- 02-U Represents User2, Usage batch

and so on.

2. You determine the control count for the expenditure batch. This is an optional control, but if you use it and your totals do not match the data that is entered, you will not be able to submit the batch. Your instructor will tell you whether to use these controls for this exercise.

A control count is the total number of expenditures, in the batch.

3. Determine the control total for the expenditure batch.

A control total is the total of all quantities for the entire batch.

Lab 1: Creating Transactions

Step 1: Entering Preapproved Usage Logs

Enter miscellaneous transaction information:

Batch Information

Batch Name	xx MISC TRANS BATCH (where xx is your student number)
Ending Date	Today's date (defaults to period end date)
Class	Miscellaneous Transaction
Control Total	<Optional>
Control Count	<Optional>

Expenditures Data

Employee Name	Employee Number	Organization	Exp. Date	Control Total
<Blank>	<Blank>	9030000000	<Defaults>	

Expenditure Items Data

Date	Project No.	Task No.	Exp. Type	Qty	Comments	Descriptive Flexfield: Supplier Type
<Monday>	<Your project>	1660602000.1.2.1	26620	800	<Optional>	Employee
<Tuesday>	<Your project>	1660602000.1.2.2	91010	1000	<Optional>	Employee

Lab 1: Creating Transactions

Step 2: Submit and Release Preapproved Expenditures

In Oracle Projects, expenditures can be entered by a data-entry person, who then submits the batches so that a supervisor can review and release them.

Releasing the expenditures is synonymous with approving them. All expenditures must be released/approved before costs can be distributed.

In this exercise, you perform both the submit and release functions.

Step 3: Review the Expenditure Batch

Navigate to the Expenditure Batches Summary window to review and display your expenditure batches.

Lab 1 Solutions: Creating Transactions

Step 1: Entering Preapproved Usage Logs

1. Navigate to the Expenditure Batches window.
N → Expenditures → Preapproved Batches → Enter
2. Enter the batch data as shown:

Expenditure Batches (FEDERAL RAILROAD ADMIN)

Batch: **XX MISC TRANS BATCH** Status: **Working**

Ending Date: **30-MAR-2002**

Class: **Miscellaneous Transaction**

Description: **Miscellaneous Transaction**

Transaction Source:

Created By: **CHANCEY, FRA GREGORY**

Date: **25-MAR-2002**

☐ All Negative Transactions Entered As Unmatched

Amounts

	Control	Running	Difference
Totals			
Count			

Rework Submit Reverse... Copy From... Expenditures

Expenditure Batches

3. Save your work.
4. Select (B) Expenditures.

This takes you to the Expenditures window.

Lab 1 Solutions: Creating Transactions

5. Navigate to the upper region of the Expenditures window. Enter 9030000000 in the Organization field.
6. Navigate to the Expenditure Items region by placing your cursor in the Expenditure Item Date field.

Enter the following information:

Employee Name	Employee Number	Organization	Expnd Ending Date	Control Total	Running Total	
		9030000000	30-MAR-2002		1800	

Batch Control Total Batch Running Total 1800

—Expenditure Items—

Expnd Item Date	Project Number	Task Number	Expnd Type	UOM	Quantity	Comment	
25-MAR-2002	XXSF1	1660602000.1.2.	26620	Curren	800		EN
26-MAR-2002	XXSF1	1660602000.1.2.	91010	Curren	1000		EN

Reverse Original...

7. To create a new row use the down arrow key to go to a new row.
8. Save your work and close the Expenditures window. Remain in the Expenditures/Batches window for the next step.

Lab 1 Solutions: Creating Transactions

Step 2: Submit and Release Preapproved Expenditures

Expenditure Batches - Submit

Expenditure Batches (FEDERAL RAILROAD ADMIN)

Batch: **XX MISC TRANS BATCH** Status: **Submitted**

Ending Date: **30-MAR-2002**

Class: **Miscellaneous Transaction**

Description: **Miscellaneous Transaction**

Transaction Source:

Created By: **CHANCEY, FRA GREGORY**

Date: **25-MAR-2002**

☐ All Negative Transactions Entered As Unmatched

Amounts

	Control	Running	Difference
Totals		1800	=
Count		1	=

Rework Release Reverse... Copy From... Expenditures

1. In the Expenditure Batches window, select (B) Submit. Notice that the status of the expenditure batch is now *Submitted*.

If you need to make any changes, select (B) Rework, make the corrections, and (B) Submit.

Lab 1 Solutions: Creating Transactions

Expenditure Batches (FEDERAL RAILROAD ADMIN)

Batch: **XX MISC TRANS BATCH** Status: **Released**

Ending Date: **30-MAR-2002**

Class: **Miscellaneous Transaction**

Description: **Miscellaneous Transaction**

Transaction Source:

Created By: **CHANCEY, FRA GREGORY**

Date: **25-MAR-2002**

☒ All Negative Transactions Entered As Unmatched

Amounts

	Control	Running	Difference
Totals		1800	
Count		1	

Rework Release Reverse... Copy From... Expenditures

Expenditure Batches - Release

2. Select (B) Release. Once you release the expenditures, you cannot make any changes to them. Make sure you have submitted and released all your batches.
3. Close the Expenditure Batches window.

Lab 1 Solutions: Creating Transactions

Step 3: Review the Expenditure Batch

Navigate to the Expenditure Batches Summary window to review and display your expenditure batches.

(N) Expenditures → Preapproved Batches → Review

1. In the Find Expenditure Batch window, enter your batch number.
2. Select (B) Find.

The screenshot shows the 'Expenditure Batches Summary (FEDERAL RAILROAD ADMIN)' window. It has two tabs: 'Created' and 'Imported'. The 'Created' tab is active. Below the tabs is a table with the following columns: Expenditure Batch, Expenditure Ending Date, Description, Status, By, and Date. The first row of the table contains the following data: XX MISC TRANS I, 30-MAR-2002, Miscellaneous Trans, Released, CHANCEY, FR, and 25-MAR-2002. Below the table are four buttons: Submit 1, Release 1, Open, and Expenditures.

Expenditure Batch	Expenditure Ending Date	Description	Status	By	Date
XX MISC TRANS I	30-MAR-2002	Miscellaneous Trans	Released	CHANCEY, FR	25-MAR-2002

Submit 1 Release 1 Open Expenditures

Expenditure Batches Summary

3. In the Expenditure Batches Summary window, select your batch and (B) Expenditures to review the expenditures.

Note: Selecting (B) Open will open the Expenditure Batches window. From there you select (B) Expenditures to navigate to the Expenditures window.

Revenue

Chapter 4

Revenue

Section Objectives

At the end of this section, you should be able to:

- Describe the different methods of revenue accrual
- Describe additional functions of revenue accrual:
 - Hard limit processing
 - Borrowed and lent revenue
 - Unbilled receivable and unearned revenue
- Describe revenue processing flow
- Recognize and diagnose revenue-generation exceptions
- Run revenue processes and review results

Revenue Concepts

Project Revenue Overview

- Contract project revenue is the amount recognized as income to be received for work performed on a project.
- Revenue recognition can use various methods to calculate project revenue.
- A project's billing method can differ from the revenue method.
- Revenue recognition can be controlled to meet contracting requirements.
- Revenue can be apportioned to meet intercompany revenue reporting requirements.

Methods of Revenue Accrual

Methods of Revenue Accrual

Oracle Projects supports three basic methods of revenue accrual:

- As-work-occurs

Based on bill rates or markups applied to detail transactions:

- Time and Materials (T&M) when using bill rates or
- Cost plus when using burden schedules

- Cost-to-cost

Based on the ratio of the actual costs to budgeted costs and revenue (referred to as percent spent)

- Event-based

Based on the Oracle Projects client extensions calculations or direct user input from externally calculated amounts; for example:

- Automated milestone creation
- Percent progress complete calculations

Revenue Distribution Rules

Revenue Distribution Rules

You specify the revenue accrual method based on the distribution rule that you select for the contract project.

Supported Distribution Rules

Distribution Rule	Revenue Method	Invoicing Method
Work/Work	As-Work-Occurs	As-Work Occurs
Work/Event	As-Work-Occurs	Event/Milestone
Cost/Work	Cost-to-Cost	As-Work Occurs
Cost/Event	Cost-to-Cost	Event/Milestone
Cost/Cost	Cost-to-Cost	Cost-to-Cost
Event/Event	Event/Milestone	Event/Milestone
Event/Work	Event/Milestone	As-Work-Occurs

Bill Rate Schedule

- $\text{Revenue} = \text{Quantity} \times \text{Bill Rate}$
- $\text{Revenue} = \text{Quantity} \times [\text{Bill Rate} \times (1 - \text{Discount \%})]$

If a schedule discount is specified and a standard bill rate is used, then the discount is applied to the bill rate.

- $\text{Revenue} = \text{Cost (Raw)} \times \text{Multiplier (Labor Only)}$

Burden Schedule

- $\text{Revenue} = \text{Cost} \times \text{Compiled Multiplier}$

Multiplier is derived from billing burden schedule or overrides.

- $\text{Revenue} = \text{Cost} \times \text{Compiled Multiplier} \times \text{Labor Multiplier}$

Only when using revenue/billing standard burden schedules.

As-Work-Occurs Revenue Calculations

As-Work-Occurs Revenue Calculations

The as-work-occurs revenue calculation uses:

- Burden schedules

or

- Bill rate schedules

to determine the billing rate for each billable expenditure item.

Methodology to Calculate Revenue

Revenue calculations use a methodology of either

- $\text{Qty} \times \text{Rate}$

or

- $\text{Cost} \times \text{Multiplier}$

Labor and nonlabor billing schedules may use different methodologies on the same project.

Bill Rates Versus Multipliers

Bill Rates Versus Multipliers

The following cross-reference chart details the various methodologies and project setup options.

Required Revenue Method	Bill Rate Schedule	Bill Rate Overrides	Labor Multiplier	Burden Schedules	Burden Schedule Overrides
Labor Qty x Rate	Available	Available	N/A	N/A	N/A
Labor Cost x Mult	N/A	N/A	Available	Available	Available
Nonlabor Qty x Rate	Available	Available	N/A	N/A	N/A
Nonlabor Cost x Mult	Available	Available	N/A	Available	Available

Example of Labor Bill Rate Overrides

Scenario

- Primary employee assignments
 - John Doe is Principal.
 - Betty Jones is Staff.
- Standard job bill rate schedule used on project
 - Principal bills at \$145/hour.
 - Staff bills at \$90/hour.
 - Senior bills at \$105/hour.
- Job bill rate override at project level

Staff bills at \$100/hour.

Bill Rates Versus Multipliers

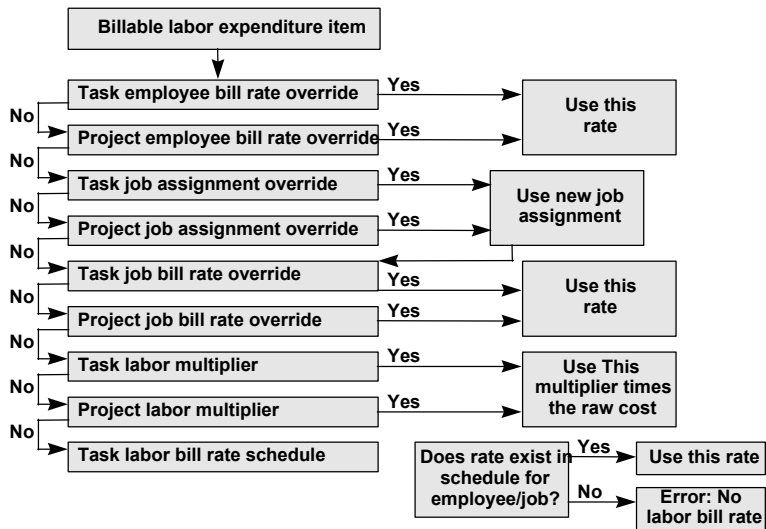
- Job assignment override at project level

John Doe is assigned as Senior.

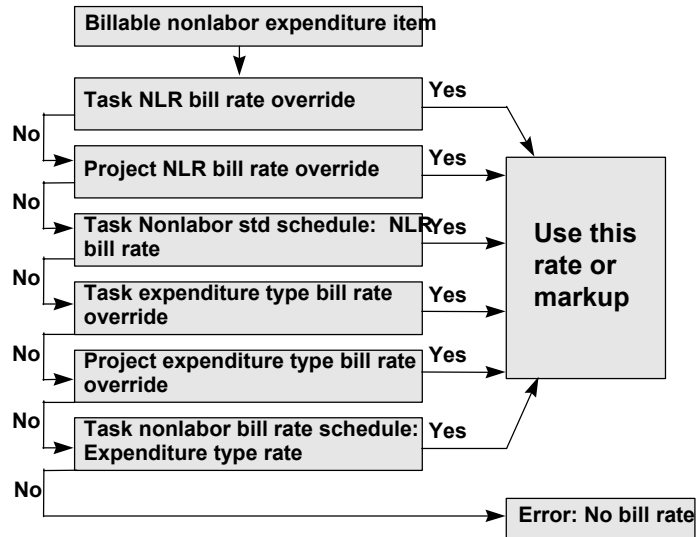
Result

- John Doe bills as Senior at \$105/hour.
- Betty Jones bills as Staff at \$100/hour.

Labor Bill Rate Precedence



Nonlabor Bill Rate Precedence



Dates and Bill Rates

Dates and Bill Rates

- All bill rate schedules and overrides are specified with start and end dates.
- To determine the effective bill rate, Oracle Projects uses one of the two following dates to compare with the start and end dates of a particular bill rate:
 - If you are using a standard bill rate schedule and a schedule fixed date is specified, the fixed date is used regardless of when the expenditure item is charged.
 - Otherwise, the expenditure item date is used.

Burden Schedules

Burden Schedules

- Burden schedules can be used with any as-work-occurs revenue rule or invoice distribution rule.
- Separate schedules can be used for revenue versus invoicing. For example:
 - Recognize revenue more conservatively than the client contract allows, for provisional billing purposes.
 - Project burden schedules can be overridden (if allowed) at any level of the Work Breakdown Structure (WBS) of a project.
 - All versions of burden schedules are controlled centrally but can be modified at any level of the WBS of a particular project (if allowed).

Note

All burden schedule overrides are classified as firm by default.

Burden Schedules and Dates

Burden Schedules and Dates

Burden schedules and overrides have a start and end date for each version.

- If the burden schedule type is firm, Oracle Projects uses the following date to determine which burden schedule version to use for revenue calculation:
 - The schedule fixed date (if used)
 - Otherwise, the expenditure item date
- If the schedule type is provisional, Oracle Projects uses the end date of the GL period in which the expenditure item date falls.

Bill Rate and Burden Dates Summary

Bill Rate and Burden Dates Summary

The following chart summarizes the date used to determine the appropriate effective bill rate or burden schedule version to apply on a given expenditure.

	No Fixed Date	Used Fixed Date
Standard billing schedule	Fixed date	El date
Any type billing override	N/A	El date
Firm burden schedule	Fixed date	El date
Burden schedule override	N/A	El date*
Provisional burden schedule	N/A	GL end date**

* All burden schedule *overrides* are by definition firm burden schedules.

** Uses the end date of the GL period in which the expenditure item date falls.

Cost-to-Cost Example

First Revenue Generation

- Budgeted Cost = 50,000, Budgeted Revenue = 125,000
- Actual Cost = 25,000
- Revenue = $(\frac{25,000}{50,000} \times 125,000) = 62,500$

Second Revenue Generation

- No budget change
- Actual Cost = 35,000 (Additional Cost = 10,000)

Bill Rate and Burden Dates Summary

- Total Revenue = $(\frac{35,000}{50,000} \times 125,000) = 87,500$
- New Revenue = Total Revenue – Previously Accrued Revenue
- New Revenue = $87,500 - 62,500 = 25,000$

Cost-to-Cost Revenue Calculations

Cost-to-Cost Revenue Calculations

With cost-to-cost revenue accrual, revenue is calculated based on a ratio of actual costs to budgeted costs.

This method is typically a more conservative revenue accrual method than the as-work-occurs method.

Basic Formula:

$$\text{Revenue} = \frac{\text{Actual Cost}}{\text{Total Budgeted Cost}} \times \frac{\text{Total Budgeted Revenue}}{\text{Revenue}}$$

This method relies on up-to-date budgets and uses the current budget. The calculation is performed at the level of funding (project level, top task level).

Actual Costs Derivation

Actual Costs Derivation

Cost-to-cost revenue method includes the following:

- Calculation is based on costs included in or before the PA period in which the accrue-through date falls.
- Costs must be fully distributed.
- Raw cost versus burdened costs:
 - If cost budgets or actual costs are not burdened, raw costs are used for both actual and budgeted costs.
 - Otherwise, if both budgeted and actual costs are burdened, burdened costs are used.
- There are various cost budget types.

Cost-to-Cost Revenue Accrual: Change Budget Types

You can specify which cost budget type you want to use as input to the cost- to-cost revenue calculation.

For example, if you want the forecast cost budget instead of the approved cost budget, you must specify the cost budget type for cost-to-cost revenue calculation when you define the cost-to-cost billing extension.

Differences in Revenue Accrual Methods

Differences in Revenue Accrual Methods

The following example illustrates the differences between these two revenue accrual methods.

- Cost-to-Cost Revenue = $\frac{(\text{Total Costs} \times \text{BR})}{\text{BC}}$
- As-Work-Occurs Revenue = Quantity \times Bill Rate

Example of Differences in Revenue Accrual Methods

Budgeted Cost (BC) = 5,000

Budgeted Revenue (BR) = 10,000

Item No.	Hours	Cost Rate	Total Cost	Bill Rate	Cost-to-Cost Revenue	As-Work-Occurs Revenue
1	10	50/Hr	500	150/Hr	1,000	1,500
2	20	50/Hr	1,000	150/Hr	2,000	3,000
Total			1,500		3,000	4,500

Revenue Events

Revenue Events

- You can process revenue for detail transactions using one of the revenue accrual methods discussed earlier.
- You can also process revenue and invoice amounts using events.
 - Events are revenue and/or billing transactions assigned to a project or top task that are not directly associated with detail transactions.
 - Event types are defined by the user to categorize different kinds of standard and nonstandard event transactions by revenue category.

Revenue Event Types

Revenue Event Types

Many types of revenue events can be created using the following four event type classes:

- Write-On: Accrues revenue and bills for the event amount. Example: Bonus
- Manual: Revenue amount and invoice amounts are independent.
- Write-Off: Reduces the amount of unbilled revenue accrued without affecting invoicing amounts.
- Automatic: Revenue amount and invoice amounts are independent.
 - Can increase or decrease
 - Only used by client billing extensions

Example of Events with Cost-to-Cost Revenue Accrual

Using manual events with cost-to-cost changes the rate of accrual for the cost-to-cost based revenue, but at the end of the project the total revenue is the same.

BC = 50, BR = 125, AC = 25

- With ER = 0:
 - Cost Revenue = $((25/50) \times 125) = 62.5$
 - Total Revenue = $62.5 + 0 = 62.5$
- With ER = 25:
 - Cost Revenue = $((25/50) \times (125 - 25)) = 50$
 - Total Revenue = $50 + 25 = 75$
 - AC = 50 (at end of project)

Revenue Event Types

- With $ER = 0$:
 - Cost Revenue = $((50/50) \times 125) = 125$
 - Total Revenue = $125 + 0 = 125$
- With $ER = 25$:
 - Cost Revenue = $((50/50) \times (125 - 25)) = 100$
 - Total Revenue = $100 + 25 = 125$

Events with Cost-to-Cost Revenue Accrual

Events with Cost-to-Cost Revenue Accrual

The cost-to-cost revenue accrual method calculates revenue based on the actual cost of work performed. Manual events are additional revenue not included in this ratio.

To account for manual events, the cost-to-cost formula is:

$$\text{Revenue} = \left(\frac{\text{AC} \times (\text{BR} - \text{ER})}{\text{BC}} \right)$$

- AC = Total actual costs
- BC = Total budgeted costs
- BR = Total budgeted revenue
- ER = Manual event revenue

With this calculation:

Total Revenue = Automated Revenue + Manual Event Revenue

Note

If project security has been implemented, while you are in Project mode Event windows, you can only update projects that you are allowed.

No project security is enforced when you are in All mode Event windows.

Entering or Reviewing Events

Entering or Reviewing Events

You can enter or review events for a project or top task using Event windows.

Two Event window modes are available in Oracle Projects:

- In Project mode you can enter and view events only for a single project. You are required to enter a project name or number in the Find Project Events window before executing the query.
- In All mode you can enter and view events across projects. It is not necessary to enter a project name or number; you can structure your query to retrieve information across projects.

Hard Limit Processing

Hard Limit Processing

For projects funded by hard limit agreements, total accrued revenue cannot exceed the total funded amount.

- The Generate Draft Revenue process checks the available funding and accrues the allowable amount of revenue.

If a hard limit is encountered (more revenue to accrue than available funding), the revenue is accrued up to the hard limit and a warning is created for the draft revenue.

- Potential revenue is the total amount of revenue that could be accrued if unlimited funding existed.

Example of Partially Distributed Expenditure Items

- Revenue budget for task 3.0 is \$1,000
- Funded by an agreement with Enforce Revenue Limit = Yes
- Expenditures total potential revenue is \$6,940

See the next page for the distributed expenditure items table.

- Accrued revenue is the total amount of revenue accrued under the funding limits.
- For projects that hit a hard limit, Outstanding Revenue to Accrue = Potential Revenue – Accrued Revenue
- You can report the outstanding revenue amount by project using the Potential Revenue Summary Report.

Hard Limit Processing

Example of Partially Distributed Expenditure Items

Employee	Task	Revenue Distributed	Amount	Partially Distributed Revenue	Potential Revenue
Cheng	3.1	Partial	6 hours	140.63	1,080
Cheng	3.2	Partial	6 hours	140.63	1,080
Gray	3.1	Partial	6 hours	78.13	600
Gray	3.2	Partial	6 hours	78.13	600
Marlin	3.1	Partial	6 hours	46.88	290
Marlin	3.2	Partial	6 hours	46.88	290
Robinson	3.1	Partial	6 hours	234.38	1,500
Robinson	3.2	Partial	6 hours	234.38	1,500
Total Revenue Available				1,000.00	6,940

Hard limit processing for expenditure items

- When there are not enough funds to cover the total potential revenue to accrue, total allowable revenue is prorated to items processed in that run.
- The items are marked as partially distributed.

Hard limit processing for events

- Events are processed only if the full revenue amount can be accrued under the funding limit.
- Revenue Warnings: Revenue has reached the hard limit.
- Potential Revenue: Amount of revenue that would have been generated if there were sufficient revenue budget or no hard limit.

Adding More Funding

Adding More Funding

- You can add more funding after a hard limit is encountered; for example, you have negotiated more funds from your customer.
- Subsequent revenue generation will use the additional funds to automatically accrue revenue against any partially or nondistributed expenditure items, until the items are fully accrued.

Potential Revenue = Accrued Revenue

Borrowed and Lent Revenue Transactions

Borrowed and Lent Revenue Transactions

You can provide incentives for organizations to share resources by recording revenue to both organizations.

- Shared resources are those employees who work on projects that are managed by organizations other than their own.

For example, a consultant from the east works on a project managed by the western organization.

- You can record revenue for both the project-owning and the resource-owning organizations using borrowed and lent revenue transactions.

Business Benefits

The borrowed and lent revenue transactions can be used for employees and nonlabor resources.

- Credits the employee organization for labor items
- Credits the resource organization for usage item

Borrowed/lent revenue uses the same amount accrued as project revenue on the expenditure item.

A site-level profile can be set to modify the borrowed/lent amount by a set percentage.

Example of Borrowed and Lent Revenue

AutoAccounting Rules

COST		REVENUE			
Type	Owning Organization	Organizations			
		Type	Revenue	Borrow	Lent
Labor Usage Expense Supplier	Employee Resource Project Project	Labor Usage Expense Supplier	Project Project Project Project	<Project> <Project> N/A N/A	Employee Resource N/A N/A N/A

Resulting Accounting Transactions

Don Gray of Risk Analysis generates \$400 labor revenue on an Environmental project.

Debit	Credit	Account	Organization
400		Unbilled receivable	Environmental
	400	Revenue	Environmental
400		Borrowed	Environmental
	400	Lent	Risk Analysis

Review of Unbilled Receivables and Unearned Revenue

Review of Unbilled Receivables and Unearned Revenue

- Revenue accrual and invoicing do not usually occur at the same time. You can:
 - Accrue revenue before invoicing
 - Invoice before revenue accrual
- Unbilled receivable is revenue accrued in excess of billing.

Track as an asset to be converted later into a receivable asset.

- Unearned revenue is billing in excess of revenue.

Track as a liability to be decreased later by a revenue transaction.

More About Unbilled Receivable or Unearned Revenue

The unbilled receivable or unearned revenue balance is tracked for each project.

A project has an unbilled receivable balance, an unearned revenue balance, or neither. At the end of the project, both unearned and unbilled balances should be zero.

Example

- You would have an unbilled receivable balance if you had generated draft revenue but not invoiced yet.
- You would have an unearned revenue balance if you billed the customer before the work was done.

Review of Accounting Dates

Review of Accounting Dates

- All revenue transactions are accounted for using the same dates as discussed in “Costing,” Lesson 6 of Project Costing.
 - GL date: Date accounted for based on GL periods
 - PA date: Date accounted for based on PA periods
- PA periods are usually more frequent periods defined in Oracle Projects to provide for timelier reporting. Revenue by PA periods rolls up and reconciles to GL period amounts.

Example of Accounting Dates

You define weekly PA periods to map into your monthly GL periods. Project managers can then review revenue weekly instead of monthly.

Reference

For more information, see *Oracle Projects User's Guide*, “Date Processing in Oracle Projects.”

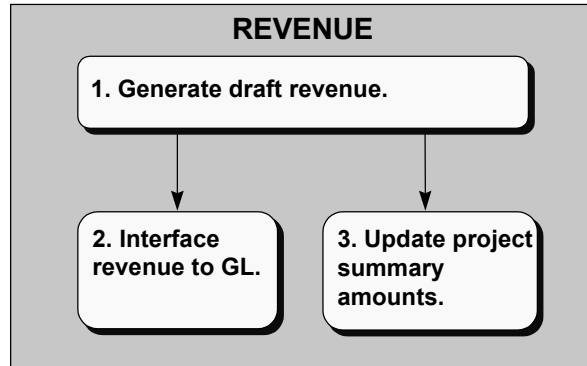
Summary of Revenue Concepts

Summary of Revenue Concepts

- Methods of revenue accrual
 - As-work-occurs: Bill rate schedules or burden schedules
 - Cost-to-cost: Revenue based on actual versus budget costs
 - Event: Milestone or automated amounts
- Additional revenue features
 - Billing extensions can provide more flexible means of modifying the standard revenue accrual methods.
 - Hard limits can prevent over recognition of revenue.
 - Borrowed/lent revenue can be used for intercompany revenue tracking.
- Accounting concepts
 - Revenue generation produces unbilled receivable and reduces unearned revenue.
 - Revenue can be tracked by PA periods and GL periods.

Revenue Flow

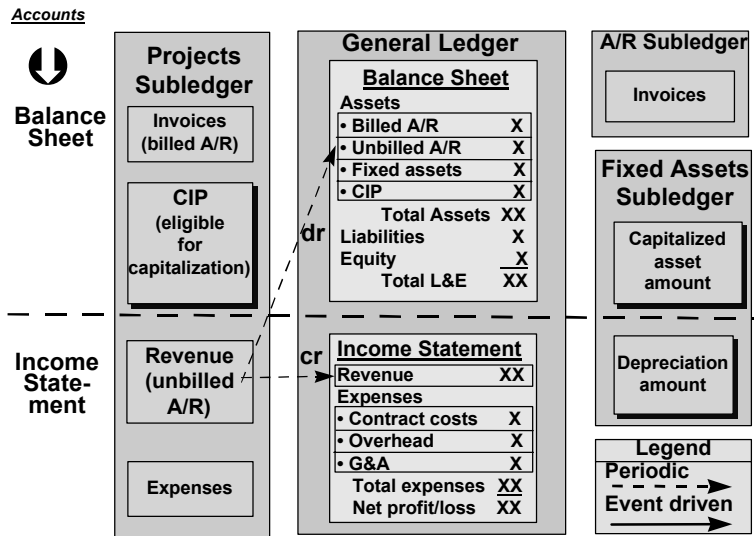
Oracle Projects has three primary functions for revenue accrual:



Note

After you generate draft revenue, you can run update at any time to see the latest revenue data in PSI.

Project Revenue Accounting Flow



Functions of Revenue Generation

Functions of Revenue Generation

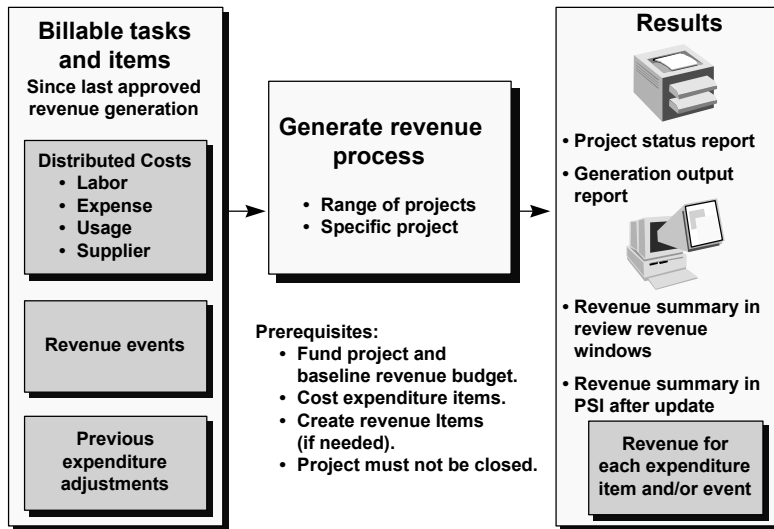
When you generate revenue for a project in Oracle Projects, the Generate Draft Revenue process does the following:

- Calculates revenue amounts for billable expenditure items based on the distribution rule specified.
- Accrues revenue using available funding based on hard limit configuration of the agreement that is funding the project/top task.
- Determines GL revenue accounts for expenditure items and events.
- Determines borrowed and lent revenue transactions.

About Draft Revenue

- Draft revenue is project revenue transactions that are created, adjusted, and stored in Oracle Projects.
- Draft revenue can be adjusted before being interfaced to Oracle General Ledger.

Overview of Generate Draft Revenue



Generating Draft Revenue

Generating Draft Revenue

You can submit the Generate Draft Revenue process for either a range of projects or a single project.

- A range of projects
 - Referred to as “mass” revenue generation
 - Generate revenue for all projects in the company on a predefined schedule
 - Can run multiple requests in parallel for different project number ranges
 - Typically a central IS/Accounting function
- A single project
 - Referred to as “on-demand” revenue generation
 - Generate revenue for a single project needing immediate changes to revenue and customer invoices after adjustments are made
 - Run by project administrators or invoicing accountants

How to Submit the Draft Revenue

You can submit the Generate Draft Revenue process from Submit Requests window using the following processes:

- PRC: Generate Draft Revenue process for a range of projects
- PRC: Generate Draft Revenue for a Single Project process for a single project

Deleting Draft Revenue

Deleting Draft Revenue

You use the Submit Request window to delete draft revenue generated for any given contract project by selecting PRC: Delete Draft Revenue of a Single Project and then entering the project number.

Accrue-Through Date

Accrue-Through Date

You can specify the accrue-through date for revenue generation to control what items and events are processed for revenue accrual.

- Billable items with an expenditure item date on or before the accrue-through date are processed.
- Revenue events with a date on or before the accrue-through date are processed.

Example

It is June 2, and you want to accrue revenue for the month of May.

You specify “31-MAY-XX” as the date through which to accrue revenue.

Detail Accounting Transactions

Detail Accounting Transactions

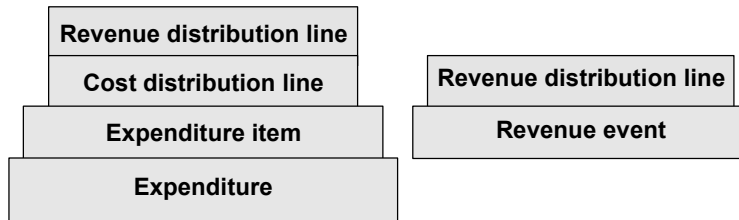
- The accounting transactions of each expenditure item and revenue event are held as revenue distribution lines (RDLs).

RDLs are held as credit amounts and create lines for revenue and borrowed and lent revenue.

- GL accounts are determined using AutoAccounting.

Creating Revenue Distribution Lines

The Generate Draft Revenue process creates revenue distribution lines for each eligible expenditure item and revenue event.



Reviewing Project Revenue

Reviewing Project Revenue

- You use the revenue review windows to review detailed information about project revenue.
- You can view the following information:
 - Amount
 - Revenue category
 - Event description
 - Information about the distribution lines of a revenue item
 - Agreement providing the revenue funding
 - Date the revenue was interfaced to Oracle GL
 - Distribution warnings encountered while generating draft revenue

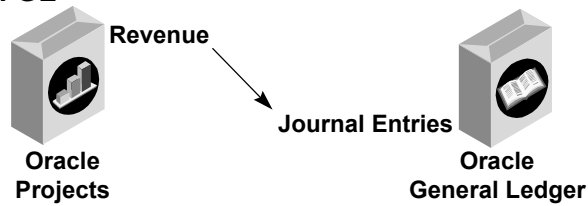
Using Function and Project Security

You can control the access to the revenue review windows using function security and project security.

- Function security controls the release, unrelease, and run functions.
- Project security controls what projects you can view and update.

Interfacing Revenue to GL

- Oracle Projects interfaces revenue transactions to Oracle General Ledger.
- This flow uses the same type of processes as Costing.
 - Interface/Journal Import/Tieback
 - Use the Interface Streamline to record revenue in GL



How to Interface Revenue to GL

You use the GL Journal Import program to interface revenue transactions to Oracle General Ledger.

- JE Source: Project Accounting
- JE Category: Revenue

Revenue amounts are summarized by GL period and account.

- Summary in GL
- Detail in Oracle Projects

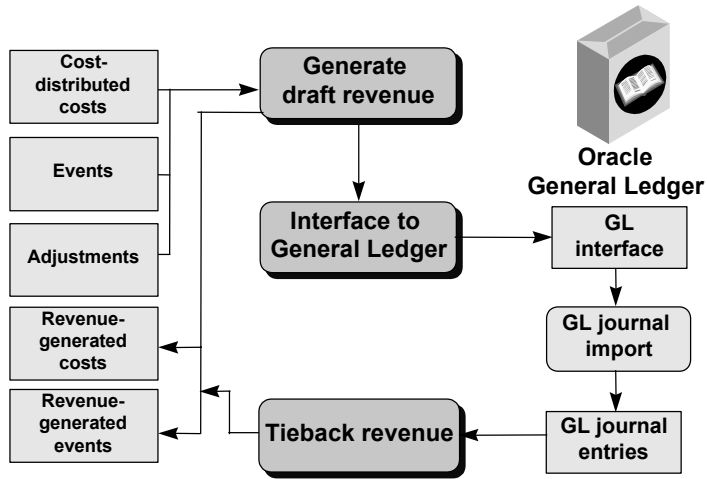
Audit detail in Oracle Projects backs up summary amounts in GL.

- GL Revenue Transfer Audit Report

Reference

For more information, see *Oracle Projects User's Guide*, "Integrating with Oracle General Ledger."

Revenue Process Flow to GL



Revenue and Invoice Accounting Transactions

Revenue and Invoice Accounting Transactions

Oracle Projects derives the accounts for:

- Revenue, including borrowed and lent revenue
- Receivables
- Unbilled receivables (UBR) and unearned revenue (UER)

Revenue and Invoice Accounting Transactions

Function	Application	Account	DR	CR
Revenue	Oracle Projects	UBR and/or UER	200	
		Revenue		200
		Labor revenue Lent	100	
		Labor revenue borrowed		100
		Usage Revenue lent	100	
		Usage revenue borrowed		100
		Receivables	200	
		UBR and/or UER		200
Invoice	Oracle Projects	Cash	200	
Collections	AR	Receivables		200

Example of Revenue and Invoice Accounting Transactions

Revenue and invoice Accounting Transactions						Project Balances			
Case	Condition	Function	Account	DR	CR	Revenue	Invoice	UBR	UER
1	Accrue prior to invoicing	Revenue	Unbilled receivables	200					
			Revenue		200	200	0	200	0
		Invoice	Receivables	200					
			Unbilled receivables		200	200	200	0	0
2	Invoice prior to accrual	Invoice	Receivables	200					
			Unearned revenue		200	0	200	0	200
		Revenue	Unearned revenue	200					
			Revenue		200	200	200	0	0
3	Accrue prior to Invoicing	Revenue	Unbilled receivables	200					
			Revenue		200	200	0	200	0
		Invoice partial amount of work	Receivables	100					
			Unbilled receivables		100	200	100	100	0
4	Prebill	Invoice	Receivables	200					
			Unearned revenue		200	0	200	0	200
		Accrue more than prebill	Unearned revenue	200					
			Unbilled receivables	100					
			Revenue		300	300	200	100	0

Revenue Accrual Based on Project Percent Complete

Revenue Accrual Based on Project Percent Complete

- You can generate revenue based on the percent complete that you enter for a project.
- You can enter the percent complete for all the levels in the Work Breakdown Structure (WBS); however, you must enter the project percent progress at the funding level (project or top task).
- Each percent complete has an As Of Date. When you use percent complete as the basis for revenue accrual, the As Of Date is used to determine the current percent complete.
- Revenue accrual based on physical percent complete is different from percent complete based on:
 - Budget (actual cost/budget cost); this method is also referred to as cost-to-cost accrual
 - An as-work-occurs (or time and materials) basis, where the total potential revenue consists of all expenditure items plus events
- You can enter the percent complete values manually or you can interface them from the project management system.

Revenue Accrual Based on Project Percent Complete

How to Calculate the Percent Complete Revenue

- To calculate the physical percent complete revenue, you submit the PRC: Generate Draft Revenue process. The process calls the billing extension for each project or top task.
- The billing extension determines the budget amounts, event amount, existing revenue amounts, funding balance, and percent complete.
- If the percent complete cannot be determined, the revenue amount is zero and no event is created. Otherwise, the billing extension creates an event.

Note: To submit the process for only one project, submit PRC: Generate Draft Revenue for a Single Project.

Forecast Labor Revenue

Forecast Labor Revenue

- You can calculate the forecast labor revenue for timecard items entered daily prior to approval using the PRC: Compute Forecast Labor Revenue process.
- The Compute Forecast Labor Revenue process:
 - Processes labor items that have not accrued revenue for projects using work distribution rule
 - Uses standard bill rates and bill rate overrides
 - Creates no accounting transactions

Note

When revenue is accrued for these items, the forecast revenue amount is deleted for those items.

You create your own reports to report forecast revenue amounts.

Revenue-Based Cost Accrual

Revenue-Based Cost Accrual

- Cost accruals are the accounting transactions to account for expenses in the same accounting period in which revenue is generated.
- In Oracle Projects, cost distribution and revenue generation are two separate processes. You must determine your accounting procedures and setup to ensure that you match expenses to revenue.
- With cost accruals, you initially account for the costs incurred as an asset in a cost work in process (WIP) account. You determine whether you account raw or burdened cost as the cost WIP.
- When you accrue revenue, the costs are recognized as expense by using cost accruals.

Note

If the current period expenses are accrued immediately, but related revenues are accrued in a future period, then the profitability of the company is reduced for the current period.

To conform to the matching principle, you must defer expenses until revenue is accrued.

Revenue Exceptions

Revenue Errors and Warnings

The Generate Draft Revenue process may encounter generation errors and warnings.

- Generation errors (revenue cannot be generated)
 - AutoAccounting errors
 - Hard limit reached in previous revenue, no funding available
 - Customer on credit hold in AR
 - No PA period open
- Warnings (revenue is accrued but with warnings)
 - Hard limit reached
 - Missing bill rates
 - Agreement expired
 - Missing compiled multipliers

You can review generation errors and warnings on the Revenue Generation Exceptions Report.

Generate Draft Revenue Output Reports

You can use the Generate Draft Revenue process output reports to track and diagnose revenue generation errors and warnings.

All Methods

Exception Report



- Project number
- Customer
- Rejection reason

Draft Revenue Report



One line per project/customer

- Project number
- Customer
- Revenue amount
- Other information

Additional Output Reports

When you run the Generate Draft Revenue process for a single project, additional output reports shows the following:

- Revenue eligibility

Projects with eligibility problems; for example, tasks that are not ready to accrue revenue

- Unprocessed expenditure items
 - All unprocessed items
 - Indicates whether expend item is costed, billed, or approved

- Unprocessed events

All unprocessed events

Monitoring Revenue Flow and Errors

Monitoring Revenue Flow and Errors

- You can monitor the flow of revenue through Oracle Projects using the Revenue Flow Detail Report, which displays all draft revenue generated by PA period sorted by transfer status.
- You can review the report for revenue with errors.
 - Generation error
 - Rejected in transfer

Summary

This lesson described how to do the following:

- Accrue revenue based on the contract project setup
- Generate revenue for each detail transaction and interface the revenue accounting transactions to GL
- Generate accounting transactions for:
 - Borrowed and lent revenue
 - Unbilled receivable/unearned revenue

For more information, see the following topics in the Online Help Desk:

- Reviewing Revenue Distribution Lines for a Project
- Reviewing Revenue Distribution Amounts
- Reviewing Project Revenue
- Reviewing Project Revenue Lines

Lab 1: Reviewing Revenue and Reports

Instructions

In previous exercises, you created a contract project, which is now ready for revenue generation. You also created transactions against the project, which have been processed for cost distribution and interfaced to GL.

This exercise focuses on reviewing the results of the revenue generation process for those items that are charged to the contract project.

Step 1: Review Draft Revenue

Your instructor has costed and generated revenue for your project since the last exercise. You need to review the results of the transactions for the project.

Step 2: Review Draft Revenue Online

To review draft revenue, you must enter the following data in the Expenditures window and answer the questions that follow the table:

Project Number	XX-SF1
Processing Status (alternate field)	Billing Amounts
Revenue Distributed	Yes

1. What is your total revenue?
2. What is the revenue accrual rate for each expenditure item?
3. What are the revenue distribution lines for the first expenditure item?
4. Why are these borrowed and lent distribution lines created?

Lab 1: Reviewing Revenue and Reports

Step 3: Submit Expenditure Reports and View Online

You can also examine the results of distributing costs and revenue, as well as other information about your project expenditures, by submitting the Expenditures Detail report.

Lab 1 Solutions: Reviewing Revenue and Reports

Step 1: Review Draft Revenue

1. Navigator to the Find Project Expenditure Items window.

N > Expenditures > Expenditure Inquiry > Project

2. In the Find Project Expenditure window, enter search criteria for all revenue-distributed expenditure items for your project.
 - Project Number: XXSF1
 - From drop down bar:
 - Alternative Region: Processing Status
 - Revenue Distributed: Yes

3. Select (B) Find.

4. Answer the following question:

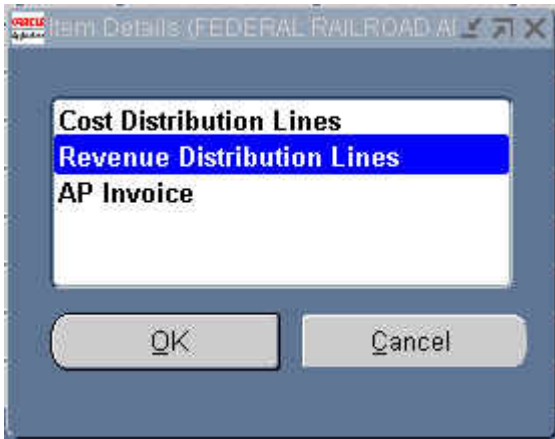
What is your net revenue?

What is the accrual rate for each expenditure item?

What are the revenue distribution lines for the first expenditure item?

With your cursor on line 1, select (B) Item Details to open the Item Details window.

Lab 1 Solutions: Reviewing Revenue and Reports



From the Item Details window, select *Revenue Distribution Lines* (B) OK to view.

5. Close the form to return to the Navigator.

Lab 1 Solutions: Reviewing Revenue and Reports

Step 2: Review Draft Revenue Online

1. Navigate to the Project Funding Inquiry window.

N > Billing > Funding Inquiry

2. Enter your Project Number and select (B) Find.

The screenshot shows the 'Project Funding Inquiry' window. At the top, there are input fields for 'Project Number' (XXSF1), 'Project Name' (XXSF1 CONTRACT PROJECT), 'Top Task Number', and 'Task Name'. Below these are 'Clear' and 'Find' buttons. The 'Summary Amounts' section has three tabs: 'Project Functional Amounts', 'Project Amounts', and 'Funding Amounts'. The 'Project Functional Amounts' tab is active, showing a table with 'Currency' (USD), 'Not Baselined' (0.00), 'Baselined' (1,000,000.00), and 'Total' (1,000,000.00). To the right, there are fields for 'Net Revenue' (1,800.00), 'Revenue Write-Off', 'Invoiced Amount' (0.00), and a 'Retention' section with 'Withheld' and 'Billed' fields. Below this is the 'Summary by Agreement' section, which contains a table with columns: 'Agreement Number', 'Task Number', 'Project Functional', 'Project Functional', 'Project Functional', and 'Project Functional'. The first row shows 'XX-AGMT01' with values 0.00, 1,000,000.00, 1,000,000.00, and 1. At the bottom, there are fields for 'Customer Name' (CUS GOV NON-DOT) and 'Task Name', along with 'Funding History' and 'Baseline Fun...' buttons.

Agreement Number	Task Number	Project Functional	Project Functional	Project Functional	Project Functional
XX-AGMT01		0.00	1,000,000.00	1,000,000.00	1

3. Select the Billing Amounts tab and answer the following question:
 - How much revenue has your project generated?

Lab 1 Solutions: Reviewing Revenue and Reports

Step 3: Submit Expenditure Reports and View Online

1. Navigate to the Submit Requests window
N > Other > Requests > Run
2. In the Submit a New Request window, select (B) OK to submit a Single Request.
3. In the Request Name field enter: MGT: Expenditure Detail.
4. In the Parameters field,
 - enter the Project Number
 - enter TASK in the Sort Expenditure Items By field
 - enter YES in the Display Comments field.

Lab 1 Solutions: Reviewing Revenue and Report

Parameters

Project Number **XXSF1** XXSF1 Contract Project

Sort Expenditure Items By **Task**

Expenditure Type Class

Suppress Labor Costs? **No**

From Expenditure Item Date

To Expenditure Item Date

Display Comments **Yes**

Task Number

Employee Name

Incurred By Organization

Expenditure Category

Billable/Capitalizable Flag

Items On Hold

OK Cancel Clear Help

5. Select (B) OK.
6. Select (B) Submit.
7. Select (B) Refresh Data until the phase indicates *Completed* and the status is *Normal*.
8. Select (B) View Output to view the report online.

Invoices

Chapter 5

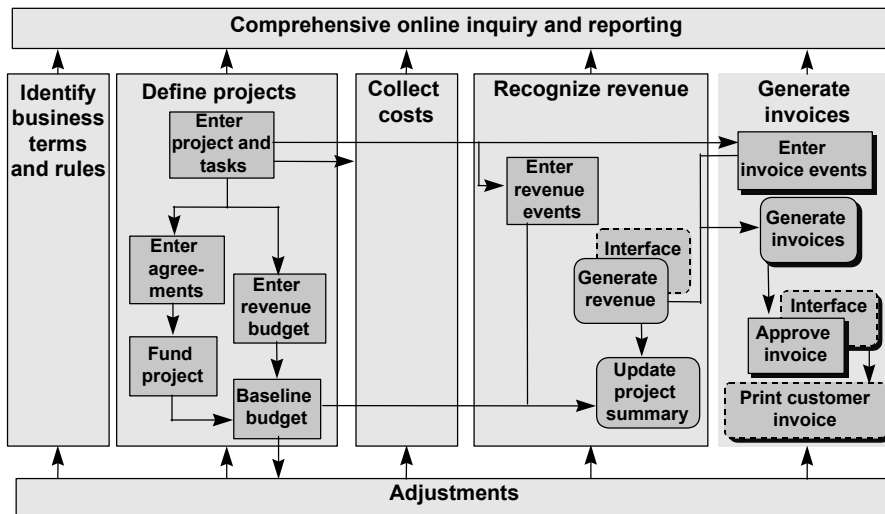
Invoices

Section Objectives

At the end of this section, you should be able to:

- Use the different methods of invoicing
- Apply the additional functions of invoicing:
 - Hard limit processing
 - Retention
- Describe the invoice flow
- Recognize and diagnose invoice-generation exceptions
- Generate, review, approve, and release draft invoices
- View project invoices in Oracle Receivables

Overview of Invoices



Invoice Concepts

Review of Billing Amounts

Each transaction has two billing amounts when processed:

- Revenue amount (anticipated billing/sales)
 - Rate based $\text{Hours} \times \text{Bill Rate}$
 - Cost markup $\text{Raw Cost} \times (1 + \text{Markup})$
- Invoiced amount (reimbursable amount/billing)
 - Rate based $\text{Hours} \times \text{Bill Rate}$
 - Cost markup $\text{Raw Cost} \times (1 + \text{Markup})$

Revenue accrual may be more conservative than billing.

Methods of Invoicing

Methods of Invoicing

You specify the invoicing method based on the distribution rule that you select for the contract project.

Supported Distribution Rules

Distribution Rule	Revenue Method	Invoicing Method
Work/Work	As-Work-Occurs	As-Work-Occurs
Work/Event	As-Work-Occurs	Event/Milestone
Cost/Work	Cost-to-Cost	As-Work-Occurs
Cost/Event	Cost-to-Cost	Event/Milestone
Cost/Cost	Cost-to-Cost	Cost-to-Cost
Event/Event	Event/Milestone	Event/Milestone
Event/Work	Event/Milestone	As-Work-Occurs

Oracle Projects supports three methods of invoicing:

- As-work-occurs
- Cost-to-cost
- Event

These methods are the same as the revenue methods discussed in Lesson 6, “Revenue.”

Event Billing

Event Billing

- With event billing, you invoice projects based on predefined amounts that are not directly related to detail expenditure items.
- You define the events (also referred to as milestones) to specify:
 - How much to bill
 - When to bill (can specify future dates)
- An invoice is generated after the scheduled event date.

Examples of Event Billing

- To bill \$5,000 at the end of every month throughout the project, define events of \$5,000 with dates for each month end.
- To bill \$10,000 upon delivery of the report, enter an event of \$10,000 with date of expected delivery, or leave the event date blank until the report is complete.

Types of Invoicing Events

Types of Invoicing Events

When you create an event, you assign it to an event type.

- You define all event types during implementation; each event type is mapped to an event type classification.
- Oracle Projects uses these classifications to distinguish between types of events.

All Event Type Classifications in Oracle Projects

Oracle Projects predefines all event type classifications:

- Deferred Revenue: Has invoice amount, with no revenue effect
- Scheduled Payment: Has invoice amount, with no revenue; FIFO marking
- Automatic: Created from billing extensions
- Manual: Enter revenue or invoice amounts; amounts can be different
- Invoice Reduction: Reduces invoice without effect on revenue
- Write-On: Creates revenue and invoice for the same amount
- Write-Off: Reduces project unbilled receivables by the event amount

Scheduled Payment Events

Scheduled Payment Events

- With scheduled payment events, expenditure items are marked as billed on a FIFO (first-in, first-out) basis up to the event amount.
 - Marked items provide an approximate backup of the milestone event.
 - Unmarked items give an estimate of unbilled revenue/costs on event-billed projects.
- FIFO marks items based on the expenditure item date. Oracle Projects includes as many items under the scheduled payment event as possible, so that the *sum* of the item revenue amount is close to, but does not exceed, the event amount.

Using Events with Work Billing

Using Events with Work Billing

- You can define any invoicing events (other than scheduled payments) with projects using work or cost invoicing methods to bill amounts in addition to detailed item amounts such as:
 - Surcharge
 - Fee
 - Bonus
 - Prebill
- You use the event type classification that is most appropriate for the type of billing.
 - Fee, Bonus, Surcharge Write-On
 - Prebill Deferred Revenue

Automatic Events

Automatic Events

- Billing extensions automatically create events with an event type classification of Automatic.
 - Cannot be used for manual entry
 - Allows independent revenue and invoice amounts for same event
 - Allows increase or decrease of revenue and invoice amounts
- You can view these Automatic events in the Events window. You cannot update Automatic events.

Mix of Revenue Accrual and Invoicing Methods

Mix of Revenue Accrual and Invoicing Methods

- Based on the distribution rule, the revenue and invoice amounts for detailed items may be different.
- In most cases in which amounts are different, revenue accrual is more conservative than invoicing.
 - The revenue accrual method is usually determined by company policy.
 - The invoicing method is negotiated with the customer.
- At the end of the project, the total revenue and invoice amounts should be the same.

Example of Different Billing Amounts

Budget cost = \$50,000

Budgeted revenue = \$10,000 Assume event = \$3,500 for event billing

Item No.	Hours	Cost Rate	Total Cost	Bill Rate	Cost-to-Cost Revenue	As-Work-Occurs Revenue
1	10	50/Hour	500	150/Hour	1,000	1,500
2	20	50/Hour	1,000	150/Hour	2,000	3,000
Totals			1,500		3,000	4,500

Distribution Rule	Revenue	Invoice
Work/Work	4,500	4,500
Work/Event	4,500	3,500
Cost/Cost	3,000	3,000
Cost/Work	3,000	4,500
Cost/Event	3,000	3,500
Event/Event	3,500	3,500
Event/Work	3,500	4,500

Invoice Generation Based on Project Percent Complete

Invoice Generation Based on Project Percent Complete

- You can generate invoices based on the percent complete that you enter for a project.
- You can enter the percent complete for all the levels in the work breakdown structure (WBS); however, you must enter the project percent progress at the funding level (project or top task).
- Each percent complete has an As Of Date. When you use percent complete as the basis for generation of draft invoices, the As Of Date is used to determine the current percent complete.
- You can enter the percent complete values manually or interface them from the project management system.

How to Calculate the Percent Complete Invoicing

- To calculate the physical percent complete invoicing, you submit the PRC: Generate Draft Invoices process. This process calls the billing extension for each project or top task.
- The billing extension determines the budget amounts, event amount, existing revenue amounts, funding balance, and percent complete.
- If the percent complete cannot be determined, the draft invoice amount is zero and no event is created. Otherwise, the billing extension creates an event.

Note: To submit the process for only one project, submit PRC: Generate Draft Invoice for a Single Project.

Functions of Invoice Generation

Functions of Invoice Generation

When you generate an invoice, the Generate Draft Invoice process:

- Creates an invoice from the eligible expenditure items and events
- Formats the invoice lines according to the invoice line formats defined during project setup
- Invoices against the available funding based on the hard limit configuration of the agreement that is funding the project/top task
- Retains a percentage of the invoice as specified during project setup

Hard Limit Processing for Invoices

Hard Limit Processing for Invoices

- For projects funded by hard limit agreements, the total invoiced amount cannot exceed the total funded amount.
- In Oracle Projects, an invoice is created with all items and events that can be fully billed with available funding under the hard limit.
 - Any items and events that would cause the limit to be exceeded remain unbilled.
 - Bill amounts for items are not prorated because revenue amounts are prorated under hard limits.

Example of Invoice Hard Limit

- Task 3.0 revenue budget = \$1,000
- Funded by an agreement with hard limit = Yes

Additional eligible items exist, but none of them with bill amount for \$60 or less.

Task	Employee	Expenditure Type	Quantity	Units	Amount
3.1	Marlin	Professional	6	Hours	360
3.2	Gray	Field Equipment	5	Days	40
3.3	Marlin	Professional	6	Hours	540
Total					940

Invoice Warning: Invoice has reached the hard limit.

Retention

Retention

Review

- Retention is an amount to withhold on each invoice.
- You enter retention for a project to specify retention percentage and retention invoice format during project setup.

Processing Retention

- Each invoice is reduced by a retention amount on a retention line.
 - Amount based on retention percentage
 - Line description based on retention format
- No special accounting is performed for retention.

How to Stop Withholding Retention (to Bill Retained Amount)

- Clear the retention percentage in the project setup.
- Create a manual invoice event equal to the retained amount.

Review of Revenue and Invoice Accounting Transactions

Review of Revenue and Invoice Accounting Transactions

Oracle Projects derives the accounts for:

- Revenue, including borrowed and lent revenue
- Receivable
- Unbilled receivable (UBR) and unearned revenue (UER)

Revenue and Invoice Accounting Transactions

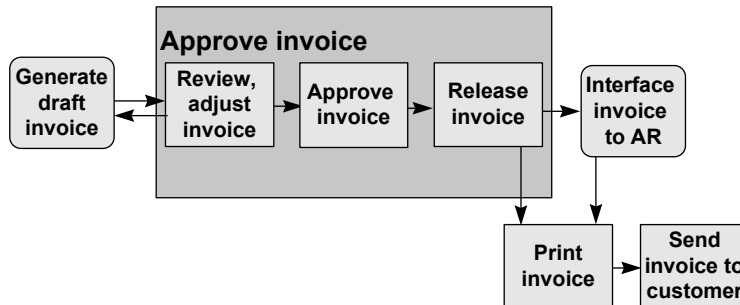
Function	Application	Account	DR	CR
Revenue	Oracle Projects	UBR and/or UER	200	
		Revenue		200
		Labor revenue borrowed	100	
		Labor revenue lent		100
		Usage revenue borrowed	100	
		Usage revenue lent		100
Invoice	Oracle Projects	Receivables	200	
		UBR and/or UER		200
Collections	AR	Cash	200	
		Receivables		200

Invoice Flow

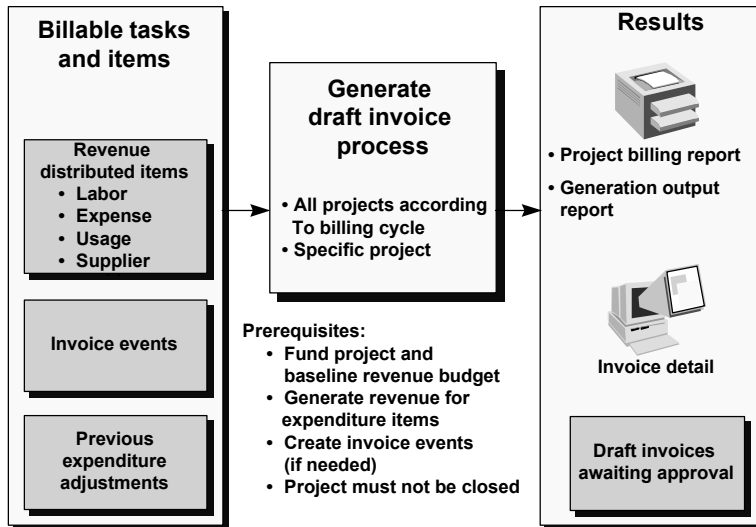
Overview of Invoice Flow

Oracle Projects has these primary functions for invoicing:

Invoice Flow



Overview of Generate Draft Invoice



Generating Draft Invoices

Generating Draft Invoices

You can submit the Generate Draft Invoice process for either of the following:

All projects or a range of projects

- All projects or a range of projects
 - Submit Requests window
- This is referred to as “mass” invoice generation.
- Generate invoices for all or a range of projects that need to be invoiced based on the billing cycle.
 - There must be eligible expenditure items or events to be invoiced.
 - You can use reschedule options provided for all processes to run on a predefined schedule.
- This is typically a central IS/Accounting function.

A single project

- Single project
 - Submit Requests window
 - Invoices Summary window
- This is referred to as “on-demand” invoice generation.
- Generate a draft invoice for a single project needing immediate changes to customer invoices after adjustments are made.
Invoice is created regardless of billing cycle.
- It is run by project administrators and project managers.

Bill-Through Date

Bill-Through Date

You can specify the bill-through date for invoice generation to control which items and events are processed for invoicing.

- The bill-through date is similar to the accrue-through date for revenue accrual.
- Billable, revenue-distributed items with an expenditure item date on or before the bill-through date are processed.
- Invoice events with a completion date on or before the bill-through date are processed.

Example of a Bill-Through Date

It is June 2, and you want to invoice for the month of May.

You specify “31-MAY-XX” as the date through which to invoice.

Billing Cycle

Billing Cycle

- On-demand invoice generation creates a project invoice regardless of the billing cycle information.
- Mass invoice generation uses the billing cycle information to determine if a project is eligible for invoicing.
 - First-bill-offset and bill-cycle days are defined during project setup.
 - Project eligibility for invoicing is determined independently of whether items or events exist to be invoiced.

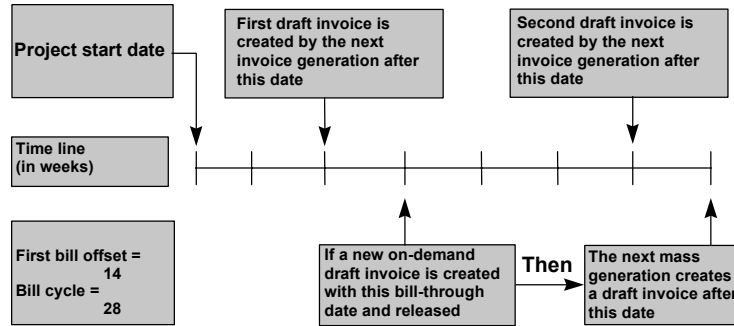
When a Project Is Eligible for Invoicing

A project is eligible for invoicing under the following conditions:

- The project has never been invoiced and the first-bill-offset days have passed based on the project start date and the bill-through date of the invoice generation run.
- The project has previously been billed, the last invoice is released, and a complete billing cycle will have elapsed between the bill-through date of the last invoice and the bill-through date of the current invoice.

Billing Cycle

You can use this example to review the use of billing cycle information by on-demand invoice generation and mass invoice generation.



Draft Invoices

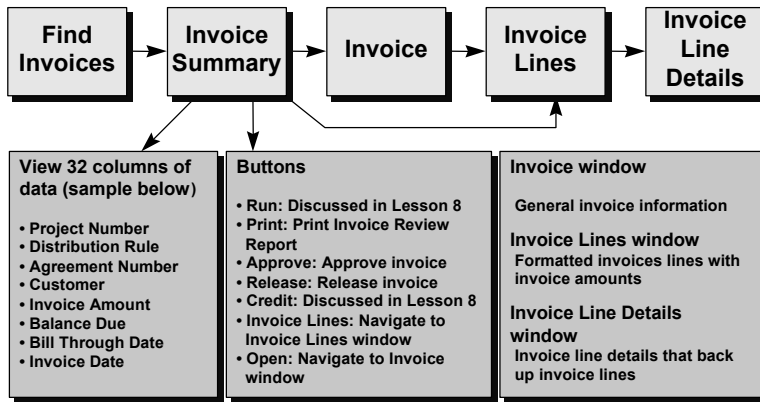
Draft Invoices

The Generate Draft Invoice process creates draft invoices grouped by project and agreement.

- Invoice lines are created from:
 - Groupings of expenditure items as defined by the project invoice formats
 - Billing events (one event for each invoice line)
- Invoice line details back up the invoice lines.

Overview of Invoice Review

You can review draft invoices online using the Invoices Review form, Special menu.



Invoice Review Report

Invoice Review Report

- You can review draft invoices using the Invoice Review Report.
- You can choose whether to display invoice item details that back up the invoice items.
- The Invoice Review Report displays draft invoices, including project status, invoice information, invoice items, and invoice item details. It also lists the unbilled items for the project.

Adjusting Invoices

Adjusting Invoices

- You can adjust a draft invoice by correcting the source transactions included on the invoice.
 - Expenditure items
 - Events
- After performing the adjustments, you regenerate the invoice to process the adjustments and create a new invoice.

Approving Invoices

You approve an invoice after you have reviewed and adjusted it.

Select (B) Approve in the Invoice Summary or Invoice window.

Releasing Invoices

Releasing Invoices

- You release an invoice after approval to indicate that you are ready to interface it to Oracle Receivables.

Select (B) Release in the Invoice Summary or Invoice window.

- Released invoices cannot be deleted or directly changed; adjusting transactions are created for adjustments to released invoices.

The Impacts of Releasing Invoices

- An AR invoice number is assigned to the invoice.

The invoice number may be system generated or manually entered based on implementation.

- An invoice date is assigned.

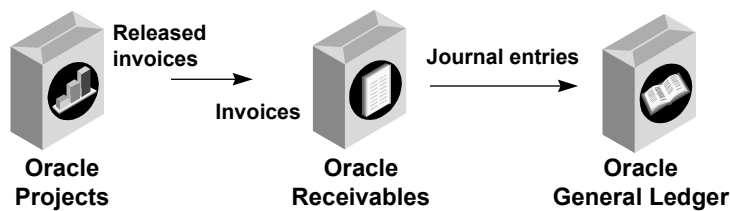
The default is the current date and can be overridden.

- All draft revenues on which the invoice is based are also released.

Project Invoices in AR

Interfacing Invoices to AR

- Oracle Projects interfaces invoices to Oracle Receivables.
- This flow uses the same type of processes as costing and revenue: Interface, Import, and Tieback.
- You can use an Interface Streamline option to interface invoices to AR.



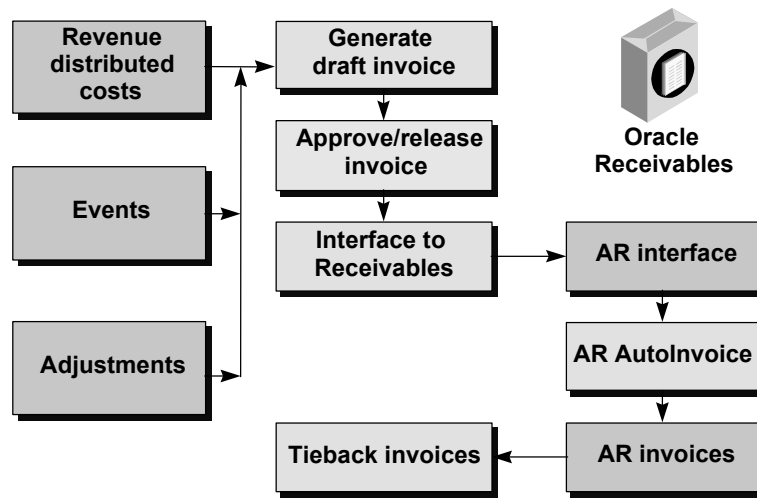
Integration with Oracle Receivables

- Invoices are interfaced to Oracle Receivables using the AR AutoInvoice Import program.
 - Invoice Batch Source: PA Invoices
- Invoices and invoice lines are interfaced to Oracle Receivables.
 - Detail backup of invoices can be reported in Oracle Projects.
 - All accounting transactions, except for tax, are determined by Oracle Projects AutoAccounting. AR AutoAccounting rules are not used.
- Invoices and revenue are interfaced to Oracle Receivables and Oracle General Ledger in either order running the following processes:
 - PRC: Interface Invoices to Receivables
 - PRC: Interface Revenue to General Ledger

Project Invoices in AR

- Audit details in Oracle Projects link project invoices in Oracle Projects to invoices in AR.
- You can use AR Transaction Type Extension to determine the AR transaction type when you interface invoices to Oracle Receivables.

Invoice Flow to AR



Printing Invoices

Printing Invoices

- You can print invoices from Oracle Receivables or from Oracle Projects.
 - Oracle Receivables provides an invoice-printing program; you may need to change the format of the standard report.
 - Oracle Projects does not provide an invoice-printing program; you need to create a custom report to print invoices from Oracle Projects.
- You can use views to easily report invoice information.
- If you print from Oracle Projects, you can print an invoice before it is interfaced to AR.

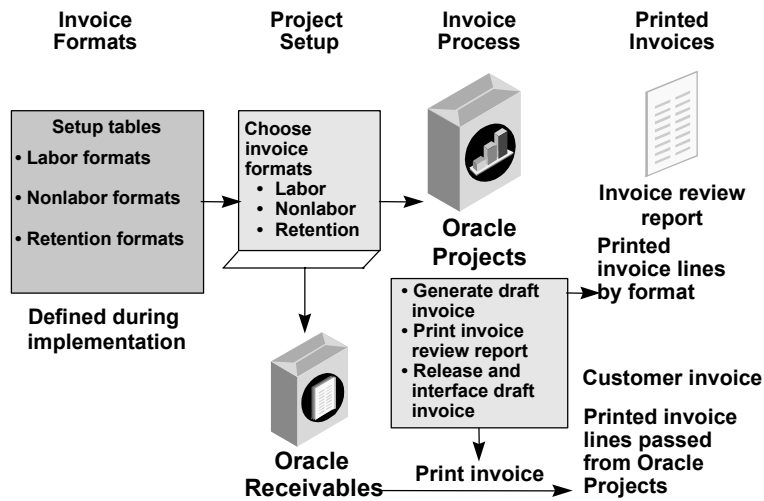
Caution

You cannot print taxable invoices from Oracle Projects because the tax information is calculated and held in AR.

Note: You need to determine your company's invoice-printing requirements and strategy during implementation.

Reference: For more information, see the *Oracle Projects User's Guide*, "Invoice Printing."

Invoice Format and Invoice Printing

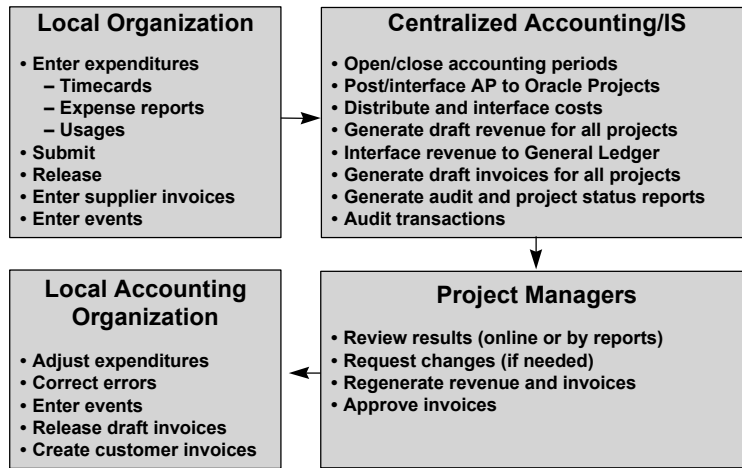


How to Print Invoices

You can print invoices from Oracle Receivables using the standard invoice- printing program.

1. Navigate to the Print Invoices form in Oracle Receivables.
2. Select one of the invoice-printing report options:
 - Invoice Print Batch of Invoices
 - Invoice Print New Invoices
 - Invoice Print Preview Report
 - Invoice Print Selected Invoices
3. Enter the appropriate parameters to print your invoices:
 - Transaction number (AR invoice number of draft invoice in Oracle Projects)
 - Customer
4. Submit the report. When the report is complete, print the invoice and send it to the customer.

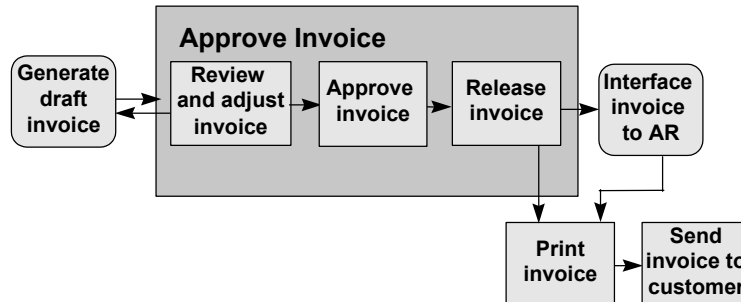
Typical Invoice Processing Cycle



Note

Determining who performs what functions in the projects flow is a matter of company policy.

Summary of Invoice Flow



Reference

For more information, see *Oracle Projects User's Guide*, “Invoice Flow.”

Invoice adjustments are discussed in Lesson 8, “Billing Adjustments.”

Processing Project Invoices in AR

Processing Project Invoices in AR

- You can query and process project invoices in AR based on project information.

Project information is held in the AR invoice transaction flexfield on each invoice in AR; this flexfield is intended to hold feeder system reference data.

- Project information under the context value of Oracle Projects invoices includes:
 - Project number
 - Draft invoice number
 - Agreement number
 - Project organization and project manager

Project Invoices in AR

The transaction flexfield can be used in the following AR modules:

- View Invoice Image window
- View Transaction History window
- View Customer Account Detail window
- Other windows
- Statement generator parameter
- AutoInvoice parameter

You can also use one of the project information values for payment processing.

Processing Project Invoices in AR

During implementation, you specify what project information value to display under a Reference column in lists of values in AR windows, which include:

- Enter Receipts
- Reapply Receipts
- Reapply Credits

Collection Processing by Organization in AR

Collection Processing by Organization in AR

You can distinguish project invoices by organization for decentralized collection processing using transaction types in AR.

- During implementation, you can define the setup so that each transaction type used for project invoices maps to an organization.
- Oracle Projects assigns a transaction type to each invoice based on the appropriate organization when the invoice is interfaced to AR.
- Each collection organization can query invoices in AR using the transaction type of its organization.

Reference

For more information, see the *Oracle Projects User's Guide*, “Defining Transaction Types for Invoice Processing.”

Invoice Flow Reporting and Exceptions

Reporting Invoice Flow

You can identify and track projects that are not being billed using the following reports:

- Project Billing Summary Report

Displays a summary of draft invoices by project organization, project member, and invoice status

- Unbilled Receivables Aging Report

Displays all draft invoices sorted by project organization, project member, and invoice status

Monitoring Invoice Flow

Monitoring Invoice Flow

You can monitor the flow of invoices through Oracle Projects using the following reports:

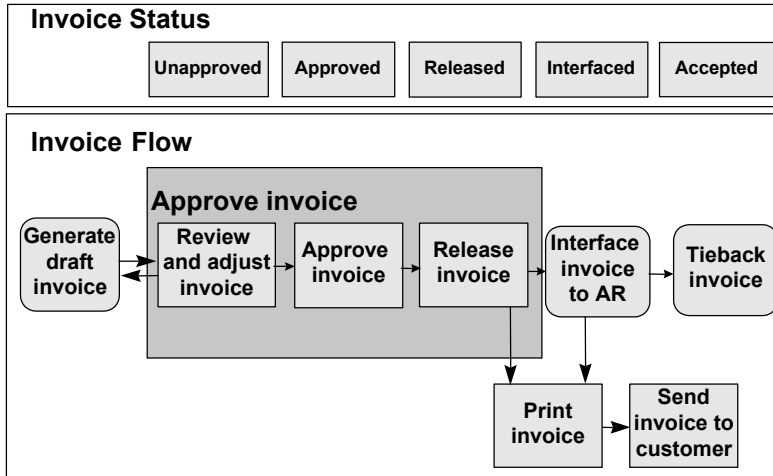
- Invoice Flow Summary Report

Displays summary of draft invoices by project organization, project member, and invoice status

- Invoice Flow Detail Report

Displays all draft invoices sorted by project organization, project member, and invoice status

Invoice Statuses



Invoice Exceptions

Invoice Exceptions

Your projects may not have generated an invoice because of:

- No errors, but no invoice.

Not correct time in billing cycle. You should check the interval defined for the project, or you can force the invoice using on-demand invoice generation.

- Project is using event billing, not work or cost. You must define events to create invoices for event billing.
- Tasks are not authorized for billing.
- Project budget is not baselined.
- Project is closed.
- No expenditure items to bill:
 - Expenditure items are placed on hold.
 - Expenditure items are not revenue distributed.
 - Expenditures are not billable.
- Error conditions occur with generation errors and warnings.

Invoice Errors and Warnings

Invoice Errors and Warnings

The Generate Draft Invoice process may encounter generation errors and warnings.

Generation errors (invoice cannot be generated):

- Hard limit reached in previous invoice, no funding available
- Invalid invoice format (projects funded at the task level require invoice formats that group by top task)
- Customer on credit hold in AR
- No PA period open
- Warnings (invoice is created but with warnings)
 - Hard limit reached
 - Agreement expired

You can review generation error and warnings in the:

- Invoice Summary window by inserting a new column using folder tools
- Invoice Exception region of the Invoice Summary window
- Generate Draft Invoice Exception Report

Generate Draft Invoice Output Reports

You can use the Generate Draft Invoice process output reports to track and diagnose invoice generation errors and warnings.

All Methods

Exception Report



- Project number
- Customer
- Rejection reason

Draft Invoice Report



One line per project/customer

- Project number
- Customer
- Invoice amount
- Other information

Single-Project Methods

You can use only single-project methods to show the following:

- Invoice eligibility: Projects with eligibility problems—for example, tasks are not authorized.
- Unprocessed Expenditure Items: Includes all unprocessed items and indicates whether revenue has been distributed or a billing hold exists for these items.
- Unprocessed Events: Includes all unprocessed events.

Summary

This lesson described how to do the following:

- Invoice contract projects based on the project setup.
 - Distribution rule for invoicing method
 - Entry of invoicing events
 - Billing cycle and invoice format information
 - Limits based on agreements funding the project
- Apply the invoice flow.

Generate, approve (review, adjust, approve, release), and interface

- View and process project invoices in AR using project information.

For more information, see the following topics in the Online Help Desk:

- Entering Events
- Updating and Creating billing cycles
- Approving Project Invoices in Summary Screen
- Reviewing Project Invoices
- Reviewing Invoice Line Details

Lab 1: Reviewing Invoices

Instructions

Your contract projects are now ready for invoicing.

In this exercise, the instructor created your draft invoice as if it were done by a centralized accounting organization. It is now time for the project manager to review the *Invoice Review Report* for the draft invoices.

In this exercise, no adjustments or corrections to the draft invoice are needed. You approve the draft invoice as is.

Step 1: Review and Approve an Invoice

Review and approve the draft invoice online for your San Francisco Contract project. This project uses as-work-occurs billing (work/work distribution rule).

Answer the following questions:

1. How much revenue was accrued?
2. How much was invoiced?
3. Are the revenue and invoice amounts for the project the same or different.
4. Is there unearned revenue? Is there unbilled receivable?

Lab 1: Reviewing Invoices

Step 2: Submit and Review the Invoice Review Report

In this exercise, you will submit a detailed report to review invoices for your San Francisco Contract Project. (HINT: Submit the MGT: Invoice Review report)

Once the draft invoice is generated, the project manager uses the Invoice Review report and the Invoice Review window to verify the invoice amount, details, and format. The manager may then request changes or adjustments.

After the changes are made, the draft invoice is regenerated. For this exercise, assume that the draft invoice is acceptable and requires no changes. The next step is to approve and release the draft invoice so that it can be interfaced with Oracle Receivables.

Step 3: Approve and Release Invoices

After you review your invoice, you need to approve it before you can release it for interfacing to Oracle Receivables.

1. Approve your invoice.
2. Release your invoice.

Step 4: Interface Invoices to Oracle Receivables

Your instructor will submit the **PRC: Interface Invoices to Receivables** process.

Navigate to the Approved, Interface tab of the Invoice window to verify your invoice approved, release, and interfaced to Oracle Receivables. If there isn't any interface data, notify your instructor.

In the previous steps, you reviewed, approved, and released your draft invoice. Since then, your instructor has interfaced the draft invoice to

Lab 1: Reviewing Invoices

Oracle Receivables. You will review your project invoice and print the customer invoice in Oracle Receivables.

Step 5: View the Payment Status in Oracle Receivables

Your instructor will submit the *AutoInvoice Master Program* to pick up the project invoices.

You need to change your responsibilities to AR DELPHI Controller. Once in the Oracle Receivables application you will need to navigate to the Transaction window to review your invoice.

Step 6: Print Customer Invoices

You want to print the customer invoices for your project and send them to the customers.

Note: Printing a customer invoice is the only Oracle Receivables function introduced in this exercise.

Lab 1 Solutions: Reviewing Invoices

Step 1: Review Project Revenue and Invoices

1. Navigate to the Project Funding Inquiry window.
N → Billing → Funding Inquiry
2. Enter your project number in the Project Number field.
3. Select (B) Find.
4. Review information displayed and answer the following questions:
 - How much revenue was accrued?
 - How much was invoiced?
 - Are the revenue and invoice amounts for the project the same or different?
 - The same methods are used for revenue accrual and invoicing. Your project used the work/work distribution rule, therefore as-work-occurs method for revenue accrual and as-work-occurs method for invoicing. Because of this, the revenue and invoice amounts are the same.
5. Close the form.
6. Navigate to the Invoice Review window.
N → Billing → Invoice Review
(B) Open
7. Enter your Project Number and select (B) Find.
The Invoice Summary window opens.

Lab 1 Solutions: Reviewing Invoices

8. Select (B) Open.
9. Navigate to the Approved, Interface tab to view the Unearned Revenue and Unbilled Receivable fields for the following questions:

Is there unearned revenue? Is there unbilled receivable?

Note: If the unearned revenue balance is greater than zero, then the project was invoiced for more than was accrued. A project can only have one nonzero balance for either unearned revenue or unbilled receivables, or the balance of both will be zero.

10. Select (B) Lines to open the Invoice Lines window and review the invoice lines.
11. For each invoice line, select (B) Details to display all of the expenditure items that back up the selected invoice item.
12. How many detail items back up the project invoice?
13. Close all windows to return to the Navigator.

Step 2: Submit and Review the Invoice Review Report

1. Navigate to the Submit Requests window.

N → Other → Requests → Run

(B) Open
2. Select (B) OK to submit a single request.
3. Select *MGT: Invoice Review* from the list of values.

Lab 1 Solutions: Reviewing Invoices

4. In the Parameters window, enter your project number in the Project Number field and accept the defaults for the other parameters.
5. Select (B) OK.
6. Select (B) Submit.
7. Select (B) Refresh Data.
8. When the phase completes, select (B) View Output to view the report online.

Note: If you set the Display Details parameter to “NO”, without details, the Invoice Review report prints only the invoice lines as they are printed on the customer invoice. The report lacks the Invoice Line Details section of the detailed version, which lists each invoice line followed by all of the expenditure items that the Generate Draft Invoices process used to compose the invoice line.

Step 3: Approve and Release Invoices

The Unapproved status is displayed in the Invoice Status field, because the draft invoice has not yet been approved. You can approve this draft invoice, because no corrections or adjustments are required in this exercise.

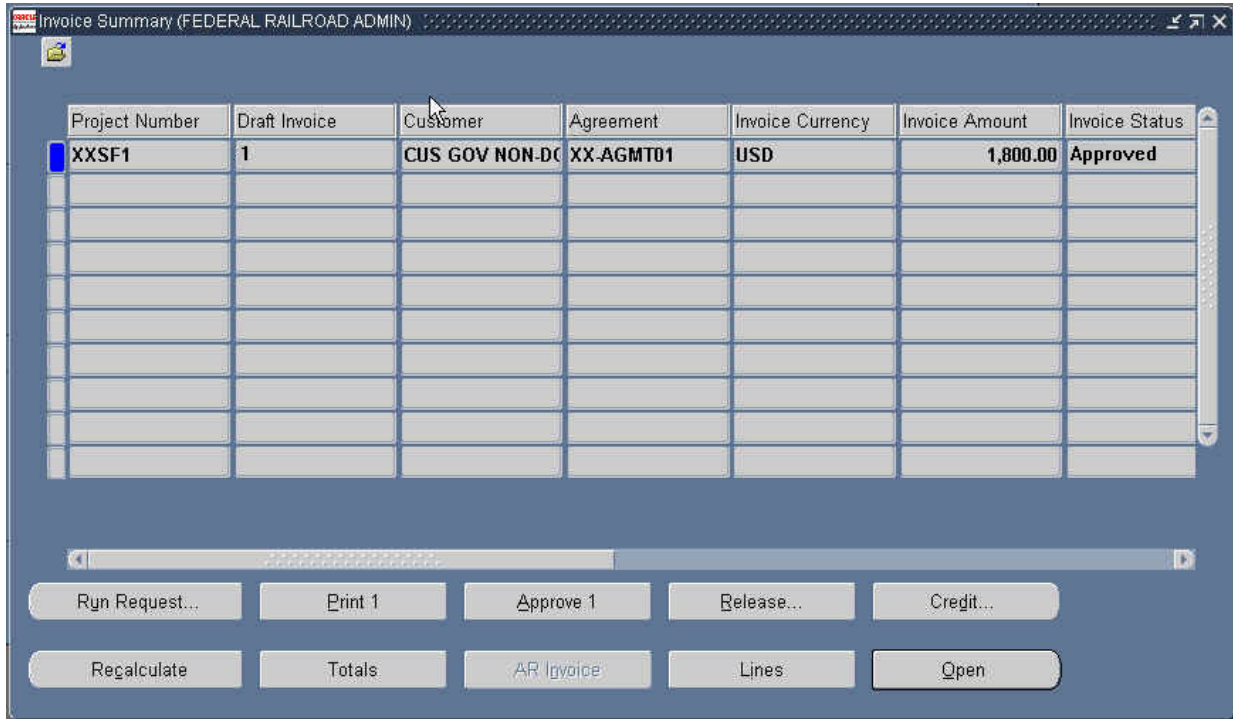
1. Navigate to the Submit Requests window.

N → Billing → Invoice Review

(B) Open
2. Enter your project number and select (B) Find. The Invoice Summary window will open.

Lab 1 Solutions: Reviewing Invoices

3. In the Invoice Summary window, with your cursor on your project, select (B) Approve 1 to approve your invoice.



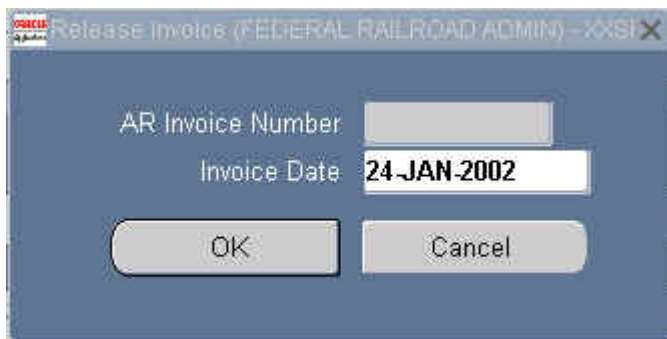
The screenshot shows the 'Invoice Summary (FEDERAL RAILROAD ADMIN)' window. It contains a table with the following data:

Project Number	Draft Invoice	Customer	Agreement	Invoice Currency	Invoice Amount	Invoice Status
XXSF1	1	CUS GOV NON-DC	XX-AGMT01	USD	1,800.00	Approved

Below the table are several action buttons: Run Request..., Print 1, Approve 1, Release..., Credit..., Regalculate, Totals, AR Invoice, Lines, and Open.

Invoice Summary

4. Save your work
5. Select (B) Release to release the invoice for interface to Accounts Receivable.



The screenshot shows the 'Release Invoice (FEDERAL RAILROAD ADMIN) - XXSF1' dialog box. It contains the following fields and buttons:

- AR Invoice Number: [Empty text box]
- Invoice Date: 24-JAN-2002
- OK button
- Cancel button

6. Select (B) OK.

Once the invoice is released you cannot change or delete it. You can only adjust it.

Lab 1 Solutions: Reviewing Invoices

7. Save your work.

Your window should appear similar to the one below:

Project Number	Draft Invoice	Customer	Agreement	Invoice Currency	Invoice Amount	Invoice Status
XXSF1	2	CUS GOV NON-DC	XX-AGMT01	USD	1,800.00	Released

Run Request... Print 1 Approve 1 Release... Credit...
Regalculate Totals AR Invoice Lines Open

8. Close the form.

(M) File: Close Form.

Your invoice is now ready to interface to Oracle Receivables.

Lab 1 Solutions: Reviewing Invoices

Step 4: Interface Invoices to Oracle Receivables

To interface invoices to Oracle Receivables, your instructor submitted the PRC: Interface Invoices to Receivables process.

1. Navigate to the Invoice window.

N → Billing → Invoice Review

(B) Open

2. Enter your project in the Project Number field and select (B) Find.
3. In the Invoice Summary window, select your project and (B) Open.

The screenshot shows the Oracle Invoice window for project XXSF1. The window is titled "Invoice - XXSF1, 1". It contains several fields for invoice information, including Project Number, Customer Name, Draft Number, Invoice Currency, Invoice Amount, Withheld Amount, Project Name, Customer Number, Bill Through Date, Credit Of, Invoice Class, Invoice Status, and AP Status. The Invoice Status is "Transferred to Receivable". Below these fields are tabs for Address, Comment, Approved, Interface, Receivable, Invoice Exception, Agreement, and Rounding. The "Approved, Interface" tab is selected, showing a table of invoice data. The table has columns for Date, Amount, and Description. The data rows show the Approved Date, Released Date, Interface Date, GL Date, and AP Status, along with the Unbilled Receivable, Unbilled Retention, and Unearned Revenue amounts. The Unearned Revenue is 1,800.00 USD. At the bottom of the window are buttons for Credit..., Print Draft, Run Request..., and Lines.

Date	Amount	Description
Approved Date	24-FEB-2003	Approved By CHANCEY, FRA GREGORY
Released Date	24-FEB-2003	Released By CHANCEY, FRA GREGORY
Interface Date	24-FEB-2003	Unbilled Receivable USD 0.00
GL Date	28-FEB-2003	Unbilled Retention USD
AP Status		Unearned Revenue USD 1,800.00
		AP Interface Date

Invoice

4. In the Invoice window, select the Approved, Interface tab to view the data. If there isn't any interface data, notify your instructor.
5. Close form.

Lab 1 Solutions: Reviewing Invoices

Step 5: View the Payment Status in Oracle Receivables

Your instructor will submit the *AutoInvoice Master Program* to pick up the project invoices.

N → Interfaces → AutoInvoices → AutoInvoice Master Program

In the Parameters popup box the following fields should be:

- Instances = 1
- Invoice Source = Projects Invoice
- Default Date = Current Date
- (B) OK

To view the project invoices payment status in Oracle Receivables, follow these steps:

1. From the Navigator select Switch Responsibility... from the File menu.

(M) File: Switch Responsibility

2. In the Responsibilities window, select AR DELPHI Controller.

3. Navigate to the Transactions window.

N → Transactions → Transactions Summary

(M) Folder - Show Field - Reference - Select (B) Open

4. Query your project in the Reference field.

(M) View – Query by Example – Enter

5. Enter your project number in the Reference field.

(M) View – Query by Example Run. Select (B) Open.

6. Review the information for this invoice.

7. Make note of your invoice number.

8. Close the form to return to the Navigator.

Lab 1 Solutions: Reviewing Invoices

Step 6 Print Customer Invoices

1. Navigate to the Print Invoices window.
N → Print Documents → Invoices
2. Select (B) Open.
3. Select (B) OK in the Submit a New Request window.
4. In the Request Name field, select *Invoice Print Selected Invoices*.

The screenshot shows a 'Parameters' dialog box with the following fields and values:

- Order By: Transaction Number
- Transaction Class: (empty)
- Transaction Type: (empty)
- Transaction Number Low: (empty)
- Transaction Number High: (empty)
- Print Date Low: (empty)
- Print Date High: (empty)
- Customer Class: (empty)
- Customer: (empty)
- Installment Number: (empty)
- Open Invoices Only: Yes
- Tax Registration Number: (empty)

Buttons at the bottom: OK, Cancel, Clear, Help.

Parameters

5. In the Transaction Number Low, enter the AR Invoice Number of your project.

Lab 1 Solutions: Reviewing Invoices

6. Select (B) OK.
7. Select (B) Submit.
8. Make note of your Request ID_____.
9. Submit another Request? Select (B) No.
10. Navigate to the Request window to view the invoice.

(M) View > Requests

(B) Find

Refresh data until the phase is completed and the status is normal.

(B) View Output

Billing Adjustments

Chapter 6

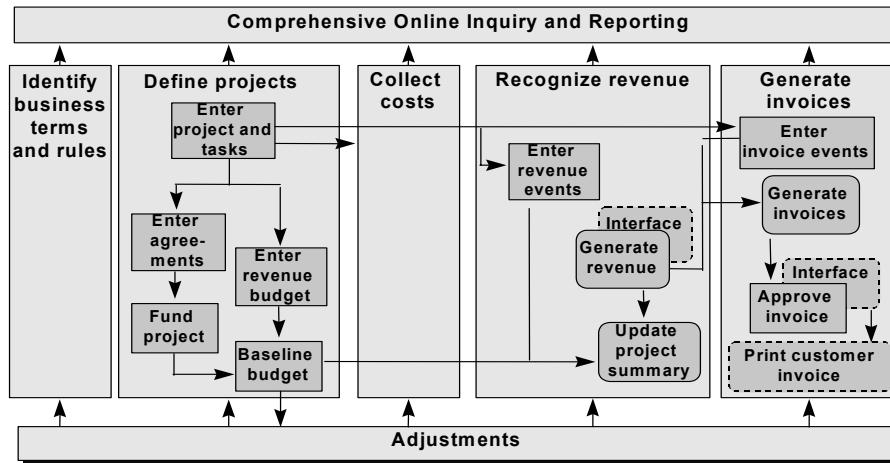
Billing Adjustments

Section Objectives

At the end of this section, you should be able to:

- Describe the types of billing adjustments
- Adjust a draft invoice
- Adjust existing revenue and invoices
- Describe the adjusting transactions created by retroactive changes
- Perform adjustments during invoice review
- Perform adjustments for existing revenue and invoices

Overview of Billing Adjustments



Billing in Oracle Projects

Oracle Projects is the engine for the Project Billing needs of project control.

- Simplified customer invoicing
- Flexible revenue accrual
- Measurement of profitability and performance of projects
- Integration with Oracle Receivables

Overview of Billing Adjustments

Billing adjustments includes the following classes of adjustments:

- Adjustments during invoice review
- Adjustments made to a draft invoice when reviewing the invoice
 - Bill rate changes
 - Burden schedule change
 - Billable reclassification
 - Bill holds
 - Transfers and splits
- Adjustments to existing revenue and invoices
 - Retroactive changes
 - Revenue write-offs
 - Invoice cancellations
 - Invoice write-offs
- Adjustments at project completion

At the end of the project, revenue amount and invoiced amount should be equal.

Adjustments During Invoice Review

Overview of Adjustments During Invoice Review

- You review draft invoices to ensure that the contract terms are met before sending the invoice to the customer.
- Examples of invoice adjustments during invoice review:
 - An item is using the wrong bill rate because the negotiated bill rate is not defined for the project.
 - Provisional multipliers are being replaced with firm multipliers.
 - A Senior Consultant is doing the work of a Staff Consultant on this project and should be billed at the Staff Consultant rate.

Examples of Adjustments During Invoice Review

- Work for the second phase has begun. You are preparing an invoice for the first phase. You do not want to bill the work in the second phase, so you place the items on hold until the next billing.
- You discover that expenses are charged to the project that the customer will not pay for, so you need to make the charges nonbillable.

Event Billing Adjustments

Event Billing Adjustments

- For projects using event billing, the invoice review cycle is straightforward.
- You need to ensure that the predefined bill amounts are correct and billed according to schedule.
- If you discover that the event is incorrect, you:
 - Delete the invoice
 - Correct the event (amount, date, description)
 - Regenerate the invoice

As-Work-Occurs Billing Adjustments

As-Work-Occurs Billing Adjustments

For projects using as-work-occurs billing, the invoice review cycle is not as straightforward.

- You need to ensure that all details are billed as negotiated.
- You adjust the source transactions and regenerate the invoice.
- You can then easily reconcile the invoice to detail transactions.

Changes That May Need to Be Performed

- Place items on hold so that they are not billed.
- Release items on hold.
- Change items from billable to nonbillable and vice versa.
- Change billing titles and job assignments.
- Change burden schedules.
- Change bill rates based on negotiated terms.
- Transfer items to another project or task.
- Create additional billing events.
- Change invoice formats to group lines as the customer desires.

Types of Detailed Transaction Adjustments

Types of Detailed Transaction Adjustments

In Oracle Projects, you can perform the following types of billing adjustments for detail transactions:

- Hold an item from billing and release hold
- Reclassify an item as billable to nonbillable or nonbillable to billable
- Recalculate revenue/invoice amount because of:
 - Bill rate, markup, or burden rate change
 - AutoAccounting change
 - Billing title or job assignment change

Other Types of Adjustments

You can also adjust transactions using any of the adjustments discussed in *Oracle Project Costing*, “Adjustments”:

- Correct an approved expenditure item
- Transfer an item from one project or task to another
- Split an item into two items
- Recalculate costs
- Recalculate burden costs

Oracle Projects records an audit trail for all of these adjustment actions, as discussed in *Oracle Project Costing*, “Adjustments.”

Billing Holds

Billing Holds

- You can place an item on hold so that it is not included on an invoice. There is no change to the revenue amount of the item.
- Two types of billing holds:
 - Permanent hold
 - Items remain on billing hold until it is explicitly released.
 - One-time hold
 - Item is held until the next billing; hold is released when you release the next invoice.

How to Place Items on Hold or Release Bill Hold

- Identify and mark items with the appropriate bill hold status.
- Regenerate the draft invoice to reflect the change.

Billable Reclassification

Billable Reclassification

- The billable status of transactions is determined when the transaction is created based on the billable status controls that you defined for the project.
- You can reclassify the billable status of an item:
 - Nonbillable to billable: Item is to be accrued and billed.
 - Billable to nonbillable: Item is not to be accrued or billed; reverses any revenue/bill amount of item.

How to Reclassify the Billable Status of an Item

- Identify and mark items with the appropriate billable status. Items are marked for cost recalculation and revenue recalculation.
- The items are reprocessed by the costing, revenue, and invoicing programs the next time that the programs are run.

Recalculating Revenue/Invoice Amount

Recalculating Revenue/Invoice Amount

You can recalculate revenue/invoice amounts for items because of:

- Bill rate, markup, or burden rate change
- AutoAccounting change
- Billing title or job assignment change

How to Recalculate Revenue or Invoice Amounts for Items

- Make the appropriate change to the rates, AutoAccounting, billing titles, or job assignments.
- Identify and mark appropriate items for revenue recalculation.

The items are reprocessed with new rates and accounting rules the next time the billing processes are run.

You can perform retroactive changes. Adjusting accounting transactions are created as necessary (discussed later in this lesson).

Changing Billing Overrides

Changing Billing Overrides

You can record new bill rate overrides, billing title overrides, and job assignment overrides for a project or task.

- These changes do not reprocess existing processed items unless you mark the items for revenue recalculation.
- These rate changes are used for new items that are processed.

Changing Burden Overrides

Changing Burden Overrides

You can create a new version of your burden schedule overrides for a project or task.

- These changes do not reprocess existing processed items unless you mark the items for revenue recalculation.
- These multiplier changes are used for new items that are processed.

Changing Standard Schedules

Changing Standard Schedules

- You can change the standard bill rate schedule or standard burden schedule assigned to a project or task.
 - These changes do not automatically reprocess existing processed items unless you mark the items for revenue recalculation.
 - These multiplier changes are used for new items that are processed.
- The lowest-level task for the standard bill rate schedule and the standard burden rate schedule is used in processing. If you change the project-level schedule, this only provides a default for new tasks; it does not cascade to existing tasks.

Review of Other Adjustments

Review of Other Adjustments

You can also perform the adjustment actions that were discussed in *Oracle Project Costing*, “Adjustments,” when reviewing the draft invoice.

- Transfer an item between projects or tasks.
- Split an item into two items.
- Recalculate costs and burden costs.

Caution

If you transfer or split an item before the item is invoiced, the original and reversing items are *not* included on the invoice because they have a net zero billing effect.

When you mark items to recalculate costs, you automatically mark items to recalculate revenue. This ensures that revenue and invoice amounts that are based on the cost amount are also recalculated.

Adjusting Expenditures in the Expenditure Window

Adjusting Expenditures in the Expenditure Window

You can also adjust items in the Expenditure Items window based on their billing status.

- Billable: Yes, No, or leave blank for all items
- Billed: Yes, No, or leave blank for all items
- Billing Hold: Yes, No, Both, Once, or leave blank for all items

Additional Information for Search Criteria

- Lowest Task
- Employee, Supplier
- Expenditure Organization
- Expenditure Item Dates
- Expenditure Category, Type, or Batch
- Resource Organization
- Nonlabor Resource

Adjusting Expenditures in the Expenditure Inquiry Window

Adjusting Expenditures in the Expenditure Inquiry Window

By navigating to Expenditure Inquiry, you can also select from the following billing adjustment actions using the Tools menu option:

- Recalculate Revenue
- Billable to Nonbillable Reclassification
- Nonbillable to Billable Reclassification
- Billing Hold
- One-Time Billing Hold
- Release Billing Hold

Additional Billing Adjustment Actions

The following are discussed in *Oracle Project Costing*, “Adjustments”:

- Transfer
- Split (applicable for one item only)
- Recalculate Cost/Burden Cost
- Edit Comment (applicable for one item only)

When you perform these billing adjustments, the items are marked for recalculation and are processed the next time the appropriate processes are run.

Other Invoice Changes

Other Invoice Changes

- Change invoice formats

Change the invoice format specified for the project and regenerate the invoice.

- Create additional events
 - Create events to include on the invoice.
 - For example: Fee, Surcharge, Discount
 - Create the event and regenerate the invoice.

Controlling Billing with the Control Billing by Top Task Window

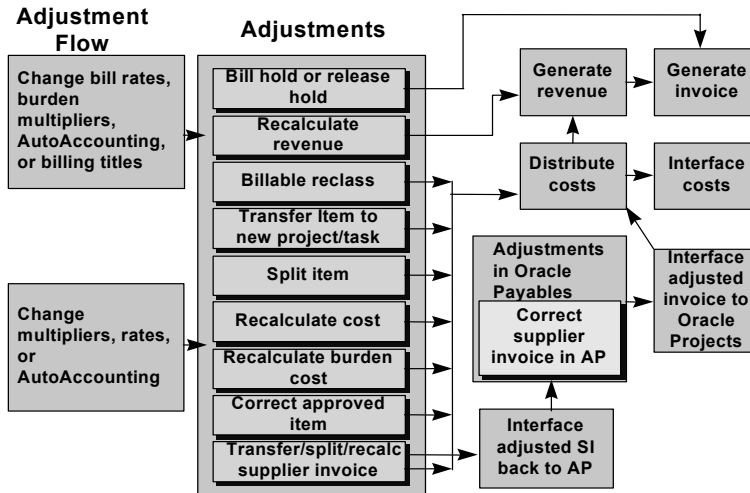
Controlling Billing with the Control Billing by Top Task Window

- Using the Control Billing by Top Task window, you can control whether a project or task accrues revenue or generates invoices regardless of the status of expenditure items.

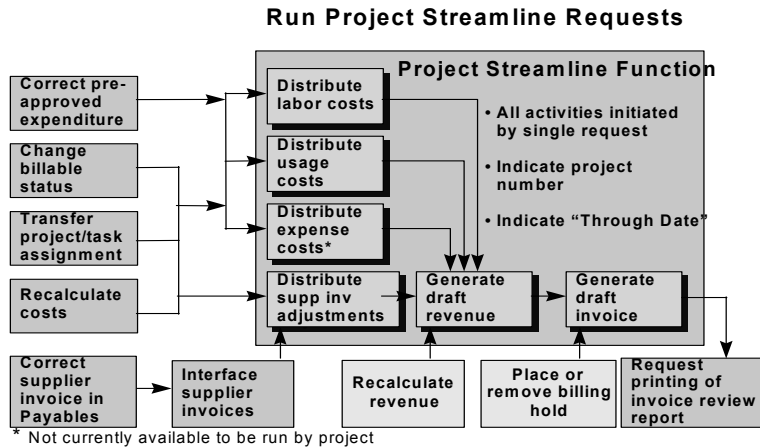
Items that are charged to tasks that are not ready to accrue or bill are not processed.

- In the Control Billing by Top Task window, click the appropriate button for each top task.
 - Select (B) HOLD ACCRUAL1 to prevent revenue accrual but not billing.
 - Select (B) HOLD BILLING1 to prevent billing but not revenue accrual.
 - Select (B) READY TO ACCRUE1 to release revenue from hold.
 - Select (B) READY TO BILL1 to release billing from hold.

Adjustment Flow



Project Streamline Options



Note

You should select the appropriate option based on the type of adjustment to be processed.

Adjustments to Existing Revenue and Customer Invoices

Retroactive Billing Changes

- Oracle Projects automatically creates adjusting revenue transactions and invoice credit memos for the adjusted items that have previously been revenue distributed and/or billed on released revenue and invoices.
- Retroactive billing changes can include:
 - Recalculating cost and revenue because of burden schedule changes, rate changes, and AutoAccounting changes
 - Billable reclassification
 - Transfers
 - Splits

Adjusting Revenue Transactions

Adjusting Revenue Transactions

The Generate Draft Revenue process creates adjusting accounting transactions when you recalculate revenue for items for which the revenue is released.

- Reverse original accounting transactions on new crediting draft revenue.
- Create new accounting transactions.
- Post all new transactions to the earliest open period.
- Adjust borrowed and lent transactions.

Example of Adjusting Revenue Transactions

A timecard item of 10 hours was accrued at \$25/hour in January.

You make a retroactive bill rate change of \$30/hour and mark the item for revenue recalculation in May.

The following table shows the resulting revenue distribution lines:

Line	RDL Line No.	RDL Line No. Reversed	Amount	Account	GL Date
Original RDL	1	1	250	01.100.4100	31-Jan
Reversing	2		-250	01.100.4100	31-May
New RDL	3		300	01.100.4100	31-May

Invoice Credit Memos

Invoice Credit Memos

The Generate Draft Invoice process creates invoice credit memos when the bill amount of an item has changed after the item was billed on a released invoice.

- A crediting invoice is created to reverse the original amount.
- A new invoice is created for the new amount.

Example of Invoice Credit Memos

In the previous example for adjusting revenue transactions, assume that the item was billed in January when the revenue was accrued.

The following table shows the invoices that result:

Invoice	Invoice Number	Invoice No. Credited	Amount	GL Date
Original Invoice	1	1	250	31-Jan
Credit Memo	2		-250	31-May
New Invoice	3		300	31-May

Revenue Write-Off

Revenue Write-Off

You can write off revenue when you have accrued more revenue than you can bill.

Revenue write-off is used to reduce your unbilled receivables assets to accurately reflect your assets.

When you write off revenue, unbilled receivables are reduced.

The following table shows the resulting accounting transactions:

Function	Application	Account	DR	CR
Revenue write-off	Oracle Projects	Unbilled receivables writeoff	100	
		Unbilled receivables		100

How to Write Off Revenue

- Create a Write-Off event for the amount that you want to write off.
- A Write-Off event is processed the next time you generate revenue.

Invoice Cancellation

Invoice Cancellation

- You can cancel a released invoice.
- When you cancel an invoice:
 - A credit memo is created.
 - All expenditure items billed on the original invoice return to an unbilled state.
 - The receivables account is reduced, the unbilled receivables account is increased, or the unearned revenue is reduced upon interface to AR.

How to Cancel an Invoice

- In either the Invoice Summary window or the Invoice window, select (B) Credit for the invoice that you want to cancel.
- Release the resulting credit memo invoice and interface to AR.

Invoice Write-Offs

Invoice Write-Offs

- You can write off part or all of an invoice that cannot be collected. Use this feature for bad debts.

When you write off an invoice, a write-off invoice is created (with a crediting amount) with the amount prorated across invoice items.

- The following table shows the resulting accounting transactions:

Function	Application	Account	DR	CR
Invoice write-off	Oracle Projects	Invoice write-off (bad debt)	100	
		Receivables		100

How to Write Off an Invoice

- In either the Invoice Summary or the Invoice window, select (B) Credit and choose the Write-Off action for the invoice that you want to write off.
- Specify the amount to write off in the Write-Off field.
- Release the resulting credit memo invoice and interface to AR.

Adjustments at Project Completion

Adjustments at Project Completion

- Upon completion of the project, the revenue accrued should equal the invoiced amount, assuming that you have fully billed the customer all that you plan to.
- Adjust the revenue to equal the invoiced amount.
- If the revenue amount is greater than the invoice amount, you can:
 - Write off the revenue using an unbilled receivables Write-Off event
 - Update the budget for cost-to-cost accrual

If the Invoice Is Greater Than the Revenue Amount

- Accrue more revenue with a manual revenue event.
- Update the budget for cost-to-cost accrual.

Example of a Cost-to-Cost Project at Project Completion

Example of a Cost-to-Cost Project at Project Completion

Example Scenario

- Budgeted Cost (BC) = \$20,000

Budgeted Revenue = \$30,000

- All work is complete and all costs are billed.

The slide on the next page shows an example with revenue based on three conditions of actual costs (AC). The third example, showing AC greater than BC with a soft limit, is for illustration purposes only. This is an unrealistic example, because most cost-to-cost projects use a hard limit.

	AC = BC	AC less than BC	AC greater than BC
Actual Cost	20,000	15,000	25,000
Revenue	30,000	22,500	37,500
Invoice	30,000	30,000	30,000
Desired change in revenue	0	7,500	-7,500
Action	None	Update cost budget to 15,000 to accrue up to full amount of 30,000	Update cost budget to 25,000 to reduce revenue to 30,000

Summary

This lesson described how to do the following:

- Adjust expenditure items for billing
 - Bill holds
 - Billable reclassifications
 - Recalculate revenue/invoice amounts
- Review and adjust your draft invoice using the Special menu in the Invoice Line Details window
- Automatically process retroactive changes to billed expenditure items
- Write off revenue, write off an invoice, and cancel an invoice

For more information, see the following topics in the Online Help Desk:

- Regenerating Project Invoices
- Submitting Project Streamline Processes

Lab 1: Performing Billing Adjustments

Instructions

In the last exercise, you approved and released the draft invoices for your contract project. In this exercise, you will perform billing adjustments for your project, which uses as-work-occurs billing.

Step 1: Transfer an Expenditure Item

You realize expenditure item 26620, charged to task 1660602000.1.2.1, should actually be charged to task 1660602000.1.2.2. Process the adjustment to transfer the items.

Step 2: Split an Expenditure Item

You've been notified that 90% of \$1000 of expenditure item 91010, task 1660602000.1.2.1, is billable. The other 10% is not billable. Process the adjustment to split the item and mark the \$100 as non-billable.

Also, verify the item is not billable by utilizing the folder tools and selecting the appropriate field from the list of values.

Step 3: Correcting or Adding Expenditure Item Comments

On the expenditure item you transferred in Step 1, enter a comment for the adjustment. Enter the following comment for expenditure item 26620 associated with task 1660602000.1.2.1:

– *Transferred to Task 1660602000.1.2.2*

Step 4: Placing a Billing Hold

You need to do additional research before you bill for expenditure item 91010, task number 1660602000.1.2.1. Place this item on hold.

Lab 1: Performing Billing Adjustments

Step 5: Releasing a Hold

You've finished your research and are now ready to bill the expenditure item placed on hold in Step 4.

Step 6: Process the Adjustments

You must approve and release the invoice before cost is computed and revenue and invoices are generated.

After approving and releasing the invoice, you are now ready to distribute cost, generate revenue and invoices. Use the project streamline process to do this. In this exercise, you will process the adjustments through the Project Expenditure Items window.

When you have completed the billing adjustments for your project, your instructor will interface the invoices to Oracle Receivables.

Lab 1 Solutions: Performing Billing Adjustments

Step 1: Transfer an Expenditure Item

1. Navigate to the Find Expenditure Inquiry window.

N > Expenditures > Expenditure Inquiry > All

2. In the Find Expenditure Items window, enter your project number, task 1660602000.1.2.1 in the Task Number field and select (B) Find.

Find Expenditure Items (FEDERAL RAILROAD ADMIN)

Project Number:	XXSF1	Project Name:	XXSF1 CONTRACT PROJECT
Task Number:	1660602000.1.2.1	Task Name:	SYS DESIGN
Employee Name:		Employee Number:	
Supplier Name:		Supplier Number:	
Expenditure Org:		Job:	
Expend Type Class:		Expenditure Category:	
Expenditure Type:		Non-Labor Resource:	
Resource Org:		Trans Id:	
Item Dates:		Billing Status:	
Expnd Ending Dates:		Billable:	
Expenditure Batch:		Billing Hold:	
Transaction Source:		Billed:	
Assignment:			
Work Type:			

☐ Exclude Net Zero Items

Mass Adjust Clear Find

3. With your cursor on line 1, select (M) Tools: Transfer 1.

Lab 1 Solutions: Performing Billing Adjustments

The screenshot shows a window titled 'Expenditure Items (FEDERAL RAILROAD ADMIN)'. It contains a table with the following data:

Trans Id	Project	Task	Expnd Type	Item Date	Employee/Supplier	Quant
371849	XXSF1	1660602000.1.2.1	26620	25-MAR-2002		800
371851	XXSF1	1660602000.1.2.2	21030	22-FEB-2003		1800

Overlaid on this is a 'Transfer Items to Project/Task (FEDERAL RAILROAD ADMIN)' dialog box. It has two sections:

- Project Number: XXSF1, Name: XXSF1 CONTRACT PROJECT
- Task Number: 1660602000.1.2.2, Name: SYS OPERS

At the bottom of the dialog are 'OK' and 'Cancel' buttons. Below the dialog, in the main window, are buttons for 'Run Request...', 'Totals', and 'Item Details'.

Transfer Items to Project/Task

4. Select task 1660602000.1.2.2 from the LOVs and (B) OK.

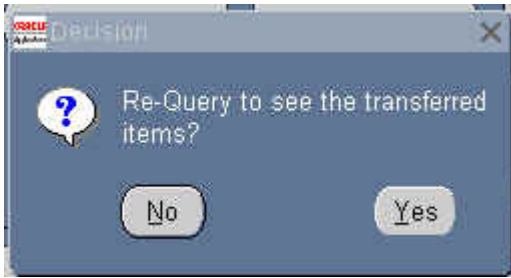
The screenshot shows a 'Decision' dialog box with a question mark icon. The text inside says 'Do you want to continue the adjust action'. There are two buttons at the bottom: 'No' and 'Yes'.

5. When prompted, select (B) Yes to continue the adjustment action.

The screenshot shows a 'Note' dialog box with a yellow notepad icon. The text inside says '1 item(s) adjusted successfully, 0 item(s) rejected.' There is an 'OK' button at the bottom.

6. A message appears notifying you whether the action processed successfully or rejected. Select (B) OK.

Lab 1 Solutions: Performing Billing Adjustments



7. Select (B) Yes to re-query the expenditure items and see your adjustments.

The screenshot shows a window titled "Expenditure Items (FEDERAL RAILROAD ADMIN)". It contains a table with the following data:

Trans Id	Project	Task	Expnd Type	Item Date	Employee/Supplier	Quant
371849	XXSF1	1660602000.1.2.1	26620	25-MAR-2002		800
371851	XXSF1	1660602000.1.2.1	21030	22-FEB-2003		1800
371853	XXSF1	1660602000.1.2.1	26620	25-MAR-2002		-800

At the bottom of the window, there are three buttons: "Run Request...", "Totals", and "Item Details".

Expenditure Items

8. Close the Expenditure Items window.
9. In the Find Expenditure Items window, select (B) Clear.
10. Enter your project number in the Project Number field and select (B) Find.

Lab 1 Solutions: Performing Billing Adjustments

Trans Id	Project	Task	Expnd Type	Item Date	Employee/Supplier	Quant
371849	XXSF1	1660602000.1.2.1	26620	25-MAR-2002		800
371850	XXSF1	1660602000.1.2.2	91010	26-MAR-2002		1000
371851	XXSF1	1660602000.1.2.1	21030	22-FEB-2003		1800
371852	XXSF1	1660602000.1.2.2	26620	25-MAR-2002		800
371853	XXSF1	1660602000.1.2.1	26620	25-MAR-2002		-800

Expenditure Items – After Transfer

Notice now that the burdened cost account for task 1660602000.1.2.1 has a negative <800> and task 1660602000.1.2.2 has a positive 800.

11. Close the Expenditure Items window to return to the Find Expenditure Items window.

Step 2: Split an Expenditure Item

1. In the Find Expenditure Items window, select (B) Clear.
2. In the Find Expenditure Items window, enter your project number, task 1660602000.1.2.2 in the Task Number field and select (B) Find.

Lab 1 Solutions: Performing Billing Adjustments

3. With your cursor on line 1, select (M) Tools: Split.

The screenshot shows a window titled "Expenditure Items (FEDERAL RAILROAD ADMIN)". It contains a table with the following columns: Trans Id, Project, Task, Expnd Type, Item Date, Employee/Supplier, and Quantity. The first two rows are populated with data:

Trans Id	Project	Task	Expnd Type	Item Date	Employee/Supplier	Quantity
371850	XXSF1	1660602000.1.2.2	91010	26-MAR-2002		1000
371852	XXSF1	1660602000.1.2.2	26620	25-MAR-2002		800

Below the table are three buttons: "Run Request...", "Totals", and "Item Details".

Expenditure Items – Split

4. Since 90% of the expenditure item is billable and 10% is not billable the item is enter as following:

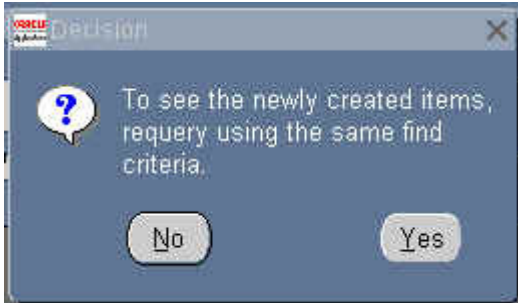
The screenshot shows a dialog box titled "Split Expenditure Item (FEDERAL RAILROAD ADMIN)". It contains the following fields and controls:

- Split Quantity 1:
- Split Quantity 2:
- Original Quantity:
- ☒ Billable
- ☐ Billable
- ☒ Billable
- On Hold 1:
- On Hold 2:
- On Hold:
- OK button
- Cancel button

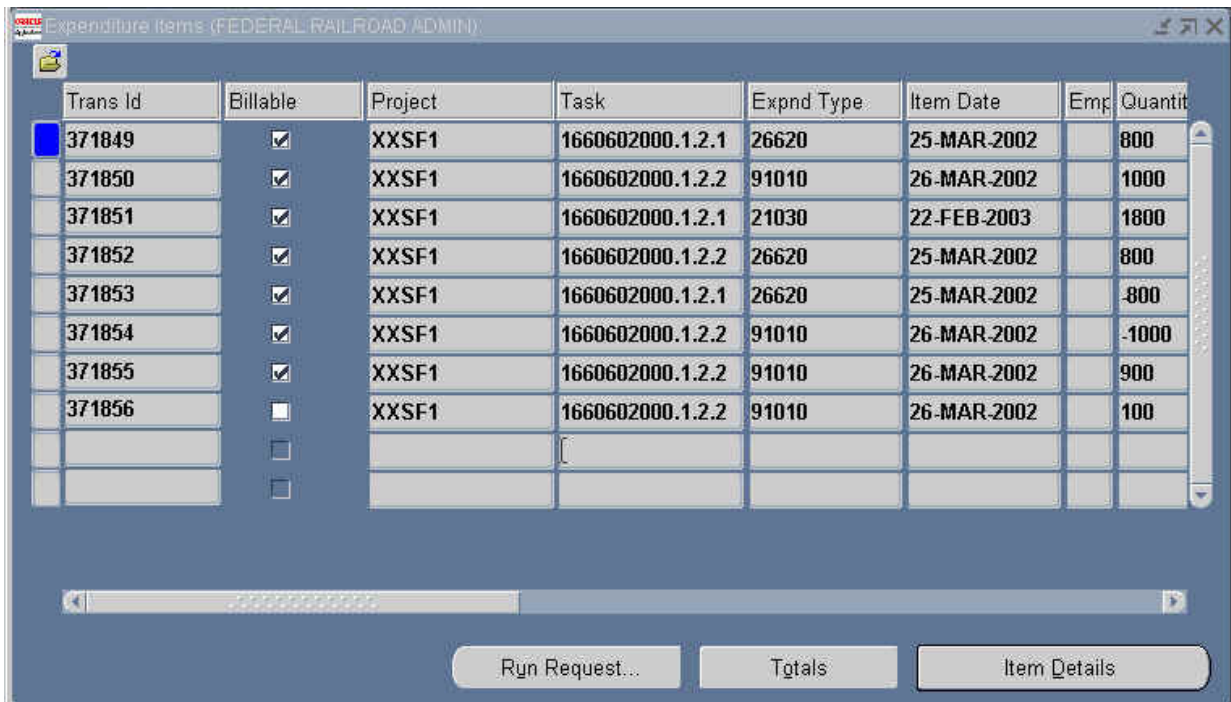
Split Expenditure Item

Lab 1 Solutions: Performing Billing Adjustments

5. Select (B) OK.



6. Select (B) Yes to re-query the expenditure item to show the newly split items.
7. To verify that 10% of the expenditure item is not billable after the split, select (M) Folder: Show Field.
8. Select Billable from the list of values in the Show Field window.

A screenshot of a software window titled "Expenditure Items (FEDERAL RAILROAD ADMIN)". It contains a table with columns: Trans Id, Billable, Project, Task, Expnd Type, Item Date, Emp, and Quantit. The table lists several items, with the last one (371856) having a checkbox in the Billable column that is not checked. Below the table are three buttons: "Run Request...", "Totals", and "Item Details".

Trans Id	Billable	Project	Task	Expnd Type	Item Date	Emp	Quantit
371849	<input checked="" type="checkbox"/>	XXSF1	1660602000.1.2.1	26620	25-MAR-2002		800
371850	<input checked="" type="checkbox"/>	XXSF1	1660602000.1.2.2	91010	26-MAR-2002		1000
371851	<input checked="" type="checkbox"/>	XXSF1	1660602000.1.2.1	21030	22-FEB-2003		1800
371852	<input checked="" type="checkbox"/>	XXSF1	1660602000.1.2.2	26620	25-MAR-2002		800
371853	<input checked="" type="checkbox"/>	XXSF1	1660602000.1.2.1	26620	25-MAR-2002		800
371854	<input checked="" type="checkbox"/>	XXSF1	1660602000.1.2.2	91010	26-MAR-2002		1000
371855	<input checked="" type="checkbox"/>	XXSF1	1660602000.1.2.2	91010	26-MAR-2002		900
371856	<input type="checkbox"/>	XXSF1	1660602000.1.2.2	91010	26-MAR-2002		100
	<input type="checkbox"/>						
	<input type="checkbox"/>						

Expenditure Items

Lab 1 Solutions: Performing Billing Adjustments

- Review the results of the split.
- Close Form.

Step 3: Correcting or Adding Expenditure Item Comments

- Navigate to the Expenditure Items window.
N > Expenditures > Expenditure Inquiry > All
- Enter your project number in the Project Number field and select (B) Find.
- In the Expenditure Items window, choose the expenditure item associated with task 1660602000.1.2.1 by selecting the box to the left of the line item.
- Select (M) Tools: Change Comment.

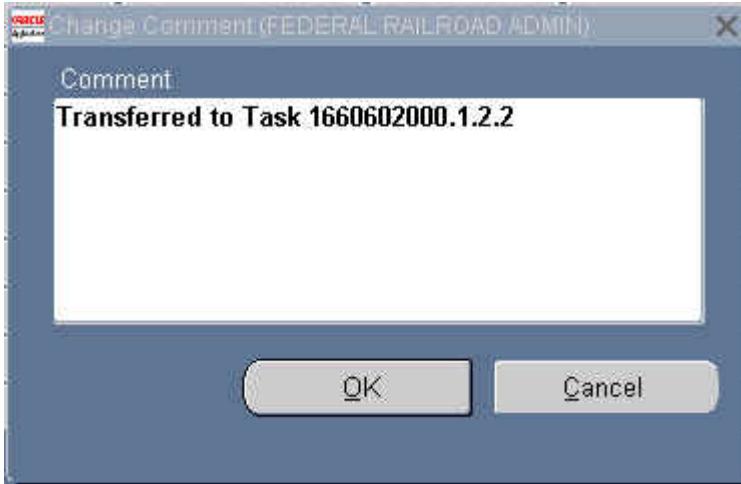
Trans Id	Project	Task	Expnd Type	Item Date	Employee	Quantity
371849	XXSF1	1660602000.1.2.1	26620	25-MAR-2002		800
371850	XXSF1	1660602000.1.2.2	91010	26-MAR-2002		1000
371851	XXSF1	1660602000.1.2.1	21030	22-FEB-2003		1800
371852	XXSF1	1660602000.1.2.2	26620	25-MAR-2002		800
371853	XXSF1	1660602000.1.2.1	26620	25-MAR-2002		-800
371854	XXSF1	1660602000.1.2.2	91010	26-MAR-2002		-1000
371855	XXSF1	1660602000.1.2.2	91010	26-MAR-2002		900
371856	XXSF1	1660602000.1.2.2	91010	26-MAR-2002		100

Run Request... Totals Item Details

Expenditure Items – Change Comment

Lab 1 Solutions: Performing Billing Adjustments

5. In the Change Comment popup window, add the following comment:
 - *Transferred to Task 1660602000.1.2.2*



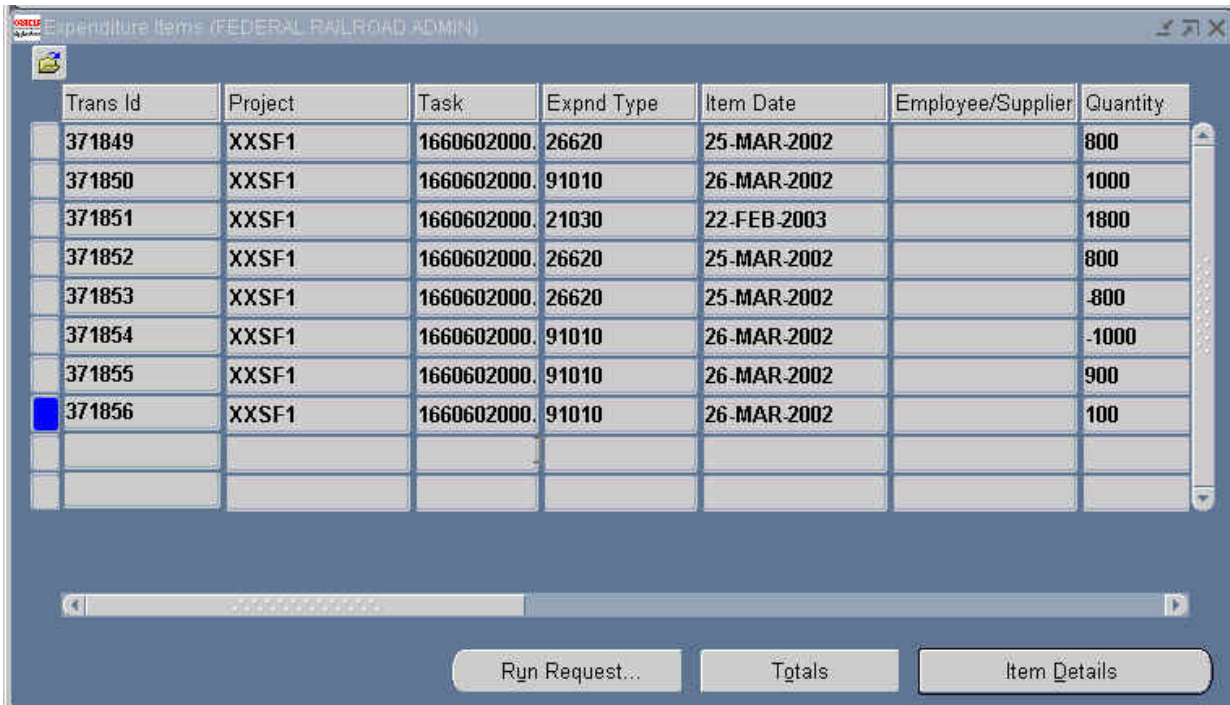
6. Select (B) OK.
7. Scroll to the Comment field to view the new comment.
8. Close Form.

Step 4: Placing a Billing Hold

1. Navigate to the Expenditure Items window.
 - N > Expenditures > Expenditure Inquiry > All
2. In the Find Expenditure Items window, enter your project number and select (B) Find.

Lab 1 Solutions: Performing Billing Adjustments

3. Select an expenditure item to place a billing hold on by selecting the box to the left of the line item.
4. Select (M) Tools: Billing Hold 1.

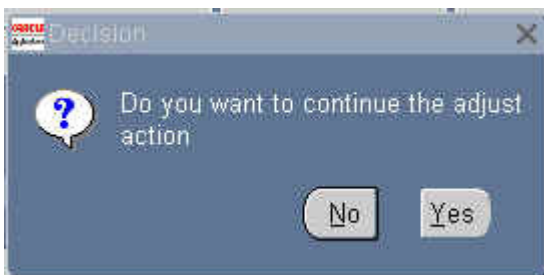


Trans Id	Project	Task	Expnd Type	Item Date	Employee/Supplier	Quantity
371849	XXSF1	1660602000.	26620	25-MAR-2002		800
371850	XXSF1	1660602000.	91010	26-MAR-2002		1000
371851	XXSF1	1660602000.	21030	22-FEB-2003		1800
371852	XXSF1	1660602000.	26620	25-MAR-2002		800
371853	XXSF1	1660602000.	26620	25-MAR-2002		-800
371854	XXSF1	1660602000.	91010	26-MAR-2002		-1000
371855	XXSF1	1660602000.	91010	26-MAR-2002		900
371856	XXSF1	1660602000.	91010	26-MAR-2002		100

Run Request... Totals Item Details

Expenditure Items – Billing Hold

5. In the Decision popup box, select (B) Yes to continue the adjusting entry.



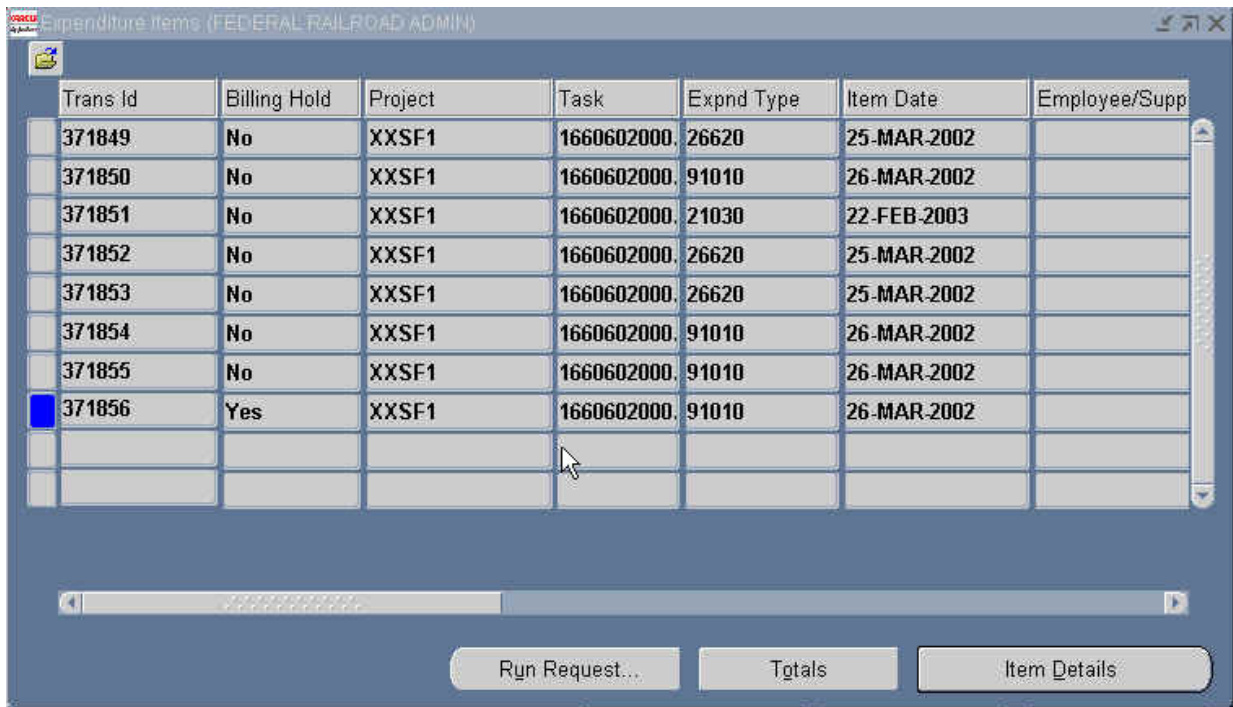
6. In the Note popup box, details of the adjustment are given. Select (B) OK to continue.

Lab 1 Solutions: Performing Billing Adjustments



7. To verify the item was placed on hold, select (M) Folder: Show Field. In the Show Field LOVs, select Billing Hold.

Note the Billing Hold column will display “Yes” to indicate this item is on hold.



Trans Id	Billing Hold	Project	Task	Expnd Type	Item Date	Employee/Supp
371849	No	XXSF1	1660602000	26620	25-MAR-2002	
371850	No	XXSF1	1660602000	91010	26-MAR-2002	
371851	No	XXSF1	1660602000	21030	22-FEB-2003	
371852	No	XXSF1	1660602000	26620	25-MAR-2002	
371853	No	XXSF1	1660602000	26620	25-MAR-2002	
371854	No	XXSF1	1660602000	91010	26-MAR-2002	
371855	No	XXSF1	1660602000	91010	26-MAR-2002	
371856	Yes	XXSF1	1660602000	91010	26-MAR-2002	

8. Close Form.

Step 5: Releasing a Hold

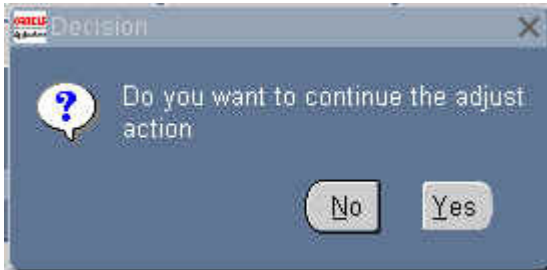
1. Navigate to the Expenditure Items window.
N > Expenditures > Expenditure Inquiry > All
2. In the Find Expenditure Items window, enter your project number and select (B) Find.
3. Select the expenditure item you placed on billing hold in the step above.

Lab 1 Solutions: Performing Billing Adjustments

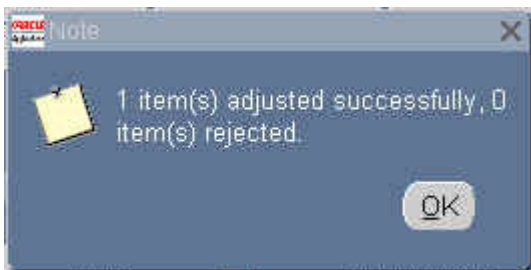
4. Select (M) Tools: Release Hold 1.

Expenditure Items – Release Hold

5. In the Decision popup box, select (B) Yes to continue the adjusting entry.



6. In the Note popup box, details of the adjustment are given. Select (B) OK to continue.



Notice the Billing Hold Column now displays “No” to indicate this item is not on billing hold.

7. Close Form.

Step 6: Process the Adjustments

1. Navigate to the Expenditure Items window.
(N) Billing → Invoice Review
2. In the Find Invoice window, enter your project number in the Project Number field and select (B) Find.

Lab 1 Solutions: Performing Billing Adjustments

Project Number	Draft Invoice	Customer	Agreement	Invoice Currency	Invoice Amount
XXSF1	1	CUS GOV NON DC	XX-AGMT01	USD	

Buttons: Run Request..., Print 1, Approve 1, Release..., Credit..., AR Invoice, Lines, Open

Invoice Summary

Notice the invoice status is “*Unapproved*”. You must approve the invoice before you can release it for interfacing to receivables.

3. Select (B) Approve 1 to approve the invoice.
4. Save your work and close form.

After you have performed the adjustment actions and approve the invoice, you need to distribute costs, generate draft revenue and invoices by running the project streamline process.

5. Navigate the *Run Project Streamline Requests* window.

N > Expenditure > Expenditure Inquiry > Project

Lab 1 Solutions: Performing Billing Adjustments

6. Enter your project number and select (B) Find.
7. In the Project Expenditure Items window, select (B) Run Request.

Run Project Streamline Requests (FEDERAL RAILROAD ADMIN)

Project Number: **XXSF1**

Project Name: **XXSF1 Contract Project**

Through Date:

Streamline Processes

- ☐ Distribute Labor Costs
- ☒ Distribute Usage and Miscellaneous Costs
- ☐ Interface Supplier Invoices from AP
- ☐ Distribute Vendor Invoice Adjustment Costs
- ☒ Generate Draft Revenue
- ☒ Generate Draft Invoices

OK Cancel

Run Project Streamline Requests

8. Submit the following streamline processes:
 - Distribute Usage and Miscellaneous Costs
 - Generate Draft Revenue
 - Generate Draft Invoices
9. Select (B) OK.
10. View the request by selecting (M) View: Requests.
11. Refresh the data as necessary until the phase completes.
12. View the reports for any exceptions before proceeding by selecting (B) View Output.

Congratulations! You have completed transferring, splitting, correcting, placing, and releasing holds on expenditure items for your project.

Analysis and Reporting

Chapter 7

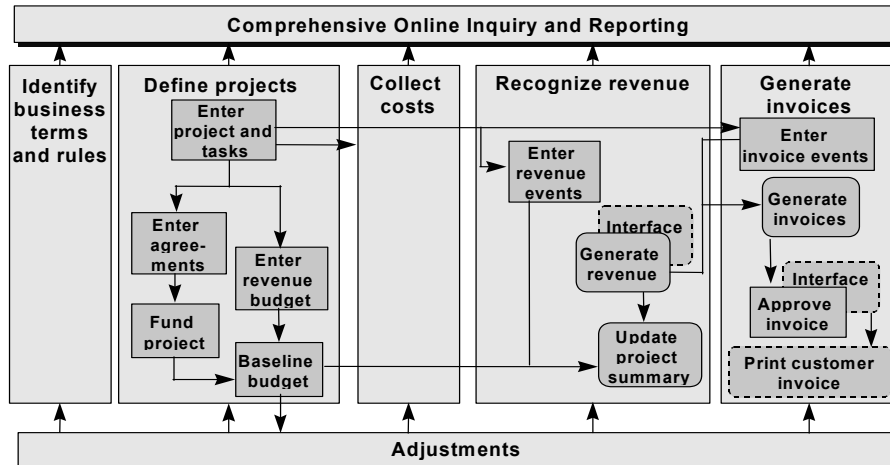
Analysis and Reporting

Section Objectives

At the end of this section, you should be able to:

- Describe Oracle Projects Strategy for Analysis and Reporting
- Use Project Status Inquiry
- Update Project Status Summary Amounts
- Review Oracle Projects Reports

Overview of Analysis and Reporting



Analysis and Reporting in Oracle Projects

Provide:

- Timely access to project costs, revenue, and invoice amounts with Project Status Inquiry (PSI)
- Project management reports

Effective project control depends on accurate and timely access to project- related data.

Common project control concerns include:

- Profit analysis: Forecast Revenue/Cash Flow
- Market analysis: Receivables Aging and Collections
- Project Status

Overview of Analysis and Reporting

- Historical Project Data
- Cost Analysis
- Indirect Cost Analysis
- Labor Utilization
- Nonlabor Asset Utilization
- Bid and Proposal Analysis
- Market Analysis
- Matrix Organization Management
- Overhead Cost Pool Analysis

Review of Project Status Inquiry (PSI)

Project Status Inquiry is online project status tracking.

- View project invoices from PSI
- Limit your search for projects by entering search criteria
- Drill down from the highest level (project) to the lowest (lowest task expenditures)
- Control the type of information that Oracle Projects displays by using custom folder definitions
- View summary information by project, task, and resource
- Review current and original budgeted amounts and compare them with actual and commitment amounts

Project Summary Amounts

Project Summary Amounts

- You can maintain various levels of project summary amounts for costs, commitments, and budget amounts by project, task, and resource.
- Oracle Projects maintains to-date amounts as follows:
 - Period-to-date (PTD)
 - Prior period (PP)
 - Year-to-date (YTD)
 - Project inception-to-date (ITD)
- After costs are distributed, you can update project summary amounts at any time by running a summarization process called PRC: Update Project Summary Amounts.
- The Update Project Summary Amounts process is independent of cost interfaces. Therefore, you can have up-to-date information for project status reporting, independent of the accounting flow.

Maintaining Project Summary Amounts

- To update project summary amounts for contract projects, after the revenue has been generated and released, you can run the PRC: Update Project Summary Amounts process.
- You can run this process for one project or for a range of projects. You can also choose to accumulate summary amounts for:
 - Costs
 - Revenue
 - Budgets (You can choose a particular budget type)
 - Commitments
- You can specify whether the costs, revenue, budgets, and commitments are to be summarized by a particular expenditure class.

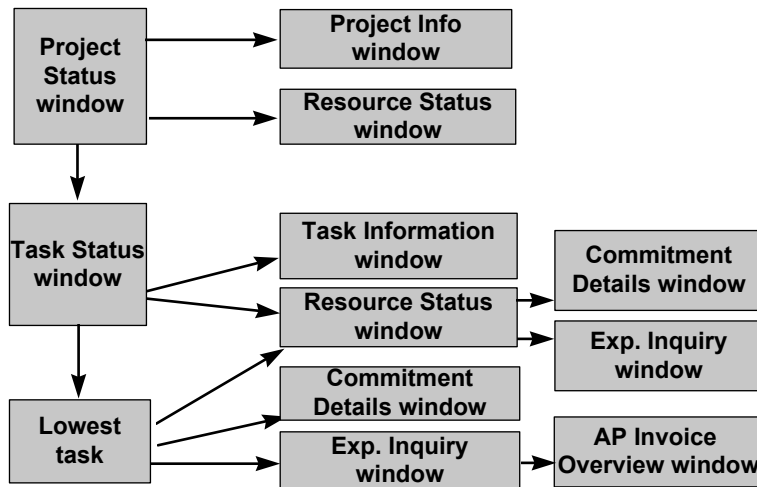
Percent Complete Entry

Percent Complete Entry

- You can enter a percent complete amount for each task as of a given date using the Percent Complete window.
- Using the Percent Complete window, you can maintain percent complete information at all levels of the work breakdown structure (WBS), including the project level.
- Percent complete history is maintained by the system.

Functionality of Project Status Inquiry (PSI)

PSI Drilldown Capabilities



Project Status Columns

You can specify the data elements that you want to view when reviewing project status in PSI.

Oracle Projects provides 126 summarization amounts; you can configure up to 33 columns for each status window (Project Status, Task Status, and Resource Status windows): three text columns and 30 numeric columns.

As a sample, Oracle Projects predefines the following:

- Actual
 - Burdened Cost, PTD, and ITD (displayed as PTD-Act Cost and ITD-Act Cost)
 - Labor Hours, PTD, and ITD (displayed as PTD-Act Hrs and ITD-Act Hrs)

Project Status Columns

- Budget
 - Current Budget Burdened Cost, ITD/PTD and Total (displayed as ITD-Cst Bgt, PTD-Cst Bgt, TOT-Cst Bgt)
 - Original Budget Burdened Cost, Total (displayed as TOT-Orig Cst Bgt)
- Commitments
 - Burdened Commitments, PTD (displayed as Commit Amt)

You can use these columns, select from the 126, or define your own columns.

Defining PSI Based on Your Needs

If the provided columns do not meet your business needs, you can define rules to calculate derived column values to display in the Project Status Inquiry form.

You can define these rules in the Setup Project Status Inquiry Columns window, or you can write these rules as a client extension using PL/SQL procedures.

Examples

- Over Budget
- Total Cost (actuals plus commitments)
- Estimate to Complete
- Financial Percentage to Complete
- Hours Percentage Complete

Online PSI

Online PSI

- You can use the Find Project Status window as a front end “filter” to your online inquiry of projects information about the following:
 - Project/task and resource details
 - Budgets
 - Expenditures and commitments
- Multiple search criteria provide great flexibility in identifying projects that you want to review.

Project Status Reporting

Project Status Reports

You can use one of the following three standard reports to review project status:

- Revenue, Cost, Budgets by Work Breakdown Structure Report

Lists project cost, labor hours, and revenue actual and budgets by the Work Breakdown Structure.

- Revenue, Cost, Budgets by Resources (Project Level) Report

Lists project cost and revenue actual and budget amounts broken down by categories.

- Revenue, Cost, Budgets by Resources (Task Level) Report

Lists task cost and revenue actual and budget amounts broken down by categories.

Employee Activity Report

Employee Activity Report

- You can use the Employee Activity by Organization Report to review labor activities of your employees in summary or in detail.
- This report lists the employees' summary or detail labor transactions.

Commitments

Commitments

- Commitments are defined as open requisitions, purchase orders, and unposted supplier invoices from Oracle Payables.
- You can tailor the views that identify commitments to meet your company's definition of a commitment, if Oracle's definition does not agree with yours.
- To view commitments, click the Commitments button from the lowest-level task in the Task Status window or lowest-level task in Resource Status window.
- If you are not using Oracle Purchasing, you can still report on committed costs.

Creating Custom Reports Using Views

Creating Custom Reports Using Views

Oracle Projects provides two sets of views so that you can easily create reports to meet your business needs.

- Work breakdown structure (WBS) accumulation views

Amounts are summarized by project and task.

- Resource accumulation views

Amounts are summarized by project, by resource and task, and by resource.

Each set of views contains prior-period, period-to-date, year-to-date, and project inception-to-date project summary amounts for the following:

- Actual costs
- Cost budgets
- Commitments

Maintaining Project Summary Amounts

Updating Project Summary Amounts

After the cost distribution process is run, you can run the PRC: Update Project Summary Amounts process.

- You can run the process for one project or a range of projects.
- You can choose to accumulate summary amounts for costs, budgets, and commitments. You can optionally choose a particular budget type.
- You can also select an expenditure type class for which to summarize costs, budgets, and commitments.

What Happens Behind the Scenes When You Update Summary Amounts

- Oracle Projects summarizes actuals and commitments by resource when you update project summary amounts.
- Oracle Projects automatically maps each transaction to one resource in each resource list assigned to the project to which the transaction is charged.
- The mapping is based on employee or supplier, expenditure organization, and expenditure type of the transaction.

You do not specify the resource when you enter the transaction.

Updating Project Summary Amounts

If you incorrectly advanced the reporting period, you can set the PA reporting period to a period earlier than the current PA reporting period.

- The system checks to see whether any projects are summarized through a PA period later than the new PA reporting period.
- If so, a message is displayed indicating that you need to run the Refresh Project Summary Amounts process.
- You have the option to cancel or proceed with the change.

Reporting Period Exception Report

- When you change the PA reporting period, Oracle Projects displays a warning message indicating whether the change will affect the summary amounts reported on any projects.
- The EXC: Summarization Period Exceptions report lists projects that are affected by a change in the reporting period for which project summary amounts should be created, updated, or refreshed.

Resource Mapping

Resource Mapping

Projects will map each transaction to a resource based on the combination of the resource and its resource group. Resources are assigned to a resource type.

Example

- One could enter an organization resource of Risk Analysis under both the resource groups of Labor and Other Expenses in one resource list. Once this is done timecards for the Risk Analysis organization maps to the resource of Risk Analysis under the Labor resource group, and expense reports for the Risk Analysis organization map to the Risk Analysis resource under the Other Expenses recourse group.

Definition

There are predefined resource types of...

- 1) employee
- 2) job
- 3) organization
- 4) supplier
- 5) expenditure type
- 6) event type
- 7) expenditure category, and
- 8) revenue category.

Resource Mapping

Each resource type is associated with a group of resources. For instance, if you are working with a resource type of supplier your resources will be a list of suppliers from the Accounts Payable (AP) module. If you are working with the type of organization, your resources will be a list of organizations defined as project organizations, and so forth.

A project summarizes actual cost and commitments by resource when you update project summary amounts. It will automatically map each transaction based on the following: employee or supplier, expenditure organization, and expenditure type of the transaction. You don't have to specify the resource when you enter the transaction. You assign resources when creating your project.

Precedence-Based Mapping

Precedence-Based Mapping

- One transaction is associated with more than one resource in a resource list.
- To ensure that each transaction maps to only one resource, Oracle Projects uses a precedence-based mapping.
- The precedence by resource type follows:
 - Employee and Supplier
 - Job
 - Organization
 - Expenditure type and Event type
 - Expenditure category and Revenue category

Example

<u>Resource Group</u>	<u>Resources</u>
Labor	Employee → Amy Marlin
	Job → Senior Consultant

Amy Marlin, a senior consultant, charges labor to the project using this resource list in which the resource is the transaction mapped.

Unclassified Resources

Unclassified Resources

- If a transaction cannot be mapped to any resource defined in the resource list, Oracle Projects maps the transaction to an unclassified resource.
- The resource list can be changed to ensure that all transactions are mapped to a resource.

Add the appropriate resource to the resource list and run the PRC: Update Project Summary Amounts After a Resource List Change process.

Note

Once you run the Update Project Summary Amounts After a Resource List Change process, all projects using that resource list will reflect the change.

Summary

This lesson described how to perform these tasks:

- Summarize project amounts
- Display and access the data using both the PSI and Expenditure Inquiry windows
- Prepare standard template management reports
- Use WBS and resource views to simplify access to data structures

Practice contents:

- Analyzing project status using Project Status Inquiry
- Reviewing the project status report

Lab 1: Analyzing and Reviewing a Project Status Report

Instructions

Note: This lab requires

- LAB0615Z (Contract Projects)
- LAB0616Z (Agreement Funding)
- LAB0617Z (Revenue Budgets)
- LAB0868Z (Transactions)
- LAB0618Z (Revenue)
- LAB0620Z (Billing Adjustments) are completed prior to this lab.

In previous exercises you have created projects, processed transactions, performed adjustments, and analyzed the detailed results.

In this exercise, you review a more summary-level analysis of your project status.

Step 1: Review Your Contract Projects

You can analyze your contract projects and review additional information about billing by running the *MGT: Revenue, Cost, Budgets by Work Breakdown Structure* report.

Step 2: Use PSI (Project Status Inquiry) for Contract Projects

You can view the project status for a contract project.

- Reviewing Project Status
- Reviewing Event Information
- Reviewing Task Status
- Reviewing Resources by Subtask

Lab 1 Solutions: Analyzing and Reviewing a Project Status Report

Step 1: Review Your Contract Projects

To analyze the status of your projects using standard management reports, follow these steps:

1. Navigate to the Submit Requests window.
N → Other → Requests → Run
2. Select (B) OK to submit a Single Request.
3. In the Request Name, select *MGT: Revenue, Cost, Budgets by Work Breakdown Structure* from the LOV.
4. In the parameter window, enter your project number in the project number field.
5. Select (B) OK.
6. Select (B) Submit to submit your request.
Select (B) View Output to review the report online.

Lab 1 Solutions: Analyzing and Reviewing a Project Status Report

Step 2: Use PSI (Project Status Inquiry) for Contract Projects

Update Project Summary

1. Navigate to the Submit Requests window
N → Other → Requests → Run
2. Select (B) OK to submit a Single Request.
3. In the Region Name, select PRC Update Project Summary Amounts for a Single Project from the LOV.
4. In the Parameters window enter your project number. Select (B) OK.
5. Select (B) Submit to submit your request.

Review Project Status

1. Navigate to the Project Status window.
N → Project Status → Project Status Inquiry
2. In the Find Project Status window, leave the project number field blank.
3. In the Key Member area, enter your student name in the Name field.

Lab 1 Solutions: Analyzing and Reviewing a Project Status Report

4. Select (B) Find to retrieve your project.

Your project is queried with default columns. You can customize the view by using the folder tools to add/delete columns. Don't forget to save your folder view.

Note: For a contract project, you can review invoice information for all invoices.

5. Review invoice information for all invoices in the Project Status window and select (B) Invoices.
6. Answer the following questions:
 - What are the outstanding receivables for your project?
 - What is the total retained for the project?
7. Close all invoice windows.

Review Event Information

1. Navigate to the Events window.
(N) Project Status → Project Status Inquiry
2. Enter your project number and select (B) Find.
3. Select (B) Events.

Lab 1 Solutions: Analyzing and Reviewing a Project Status Report

4. Answer the following questions:
 - What type of event does this project have?

Note: You can compare revenue accrued to costs incurred on your project.

- What is your ITD Rev Budget compared to ITD Act Rev?
5. Close the Events window.

Review Task Status

1. Navigate to the Task Status window.

(N) Project Status → Project Status Inquiry
2. Enter your project number and select (B) Find.
3. Select (B) Task Status.
4. Answer the following questions:
 - What are the cost and revenue amounts for the top-level tasks?
 -
 - What is the cost of System Design (Task 1660060000.1.2.1) to date?

Lab 1 Solutions: Analyzing and Reviewing a Project Status Report

Review Resources by Subtask

1. Navigate to the Resource status window.

(N) Project Status → Project Status Inquiry
2. Enter your project number and select (B) Find.
3. In the Project Status window, with your cursor on a task 1660060000.1.2.1, select (B) Resource Status.
4. What are the sources of revenue for task 1660060000.1.2.1?

Lab 1 Solutions: Analyzing and Reviewing a Project Status Report

Use the central repository of Oracle Projects and the power of PSI to answer all your questions.

Oracle Project Billing Instructor Tasks

Before LAB0618Z (Revenue)

You must distribute and interface labor costs for the new transactions charged to the contract projects. You then generate and interface revenue for these items.

Process Labor Costs

1. Log on to as the PA DELPHI Controller. Enter username and password for the Education demo database.
2. In the Submit Requests window, choose *PRC: Submit Interface Streamline Processes*. In the parameters field, choose the Streamline Option of *DXL: Distribute and Interface Labor Costs to GL*.
3. When the processes are complete, check the output reports to make sure that no items are rejected. If there are rejected items, correct the items and reprocess them.

Generate Draft Revenue

When all the costing processes are complete, you can submit the Generate Draft Revenue process.

1. In the Submit Requests window, choose *PRC: Generate Draft Revenue* for a range of projects. Select (B) OK without specifying any options.
2. When the process is complete, check the report output to make sure that all projects generated revenue.

Lab 1 Solutions: Analyzing and Reviewing a Project Status Report

Interface Draft Revenue

When Generate Draft Revenue is complete, you can interface the draft revenue to GL.

1. In the Submit Requests window, choose *PRC: Submit Interface Streamline Processes*. In the parameters, choose the Streamline Option *XR: Interface Revenue to GL*.
2. When the process is complete, check the report outputs to make sure that revenue for all projects is interfaced.

After LAB0618Z (Revenue) and Before LAB0619Z (Invoice)

You must generate invoices for all projects.

1. In the Submit Requests window, choose *PRC: Generate Draft Invoices process*.
2. When the process is complete, check the report output to make sure that the project generated an invoice.

During Invoices

After all of the students have released their project invoices, you must interface the invoices to Oracle Receivables.

Before you interface the invoices, make sure that all of the invoices are released.

Lab 1 Solutions: Analyzing and Reviewing a Project Status Report

1. In the Find Invoices window, go to the Invoice Summary window without specifying any search criteria. All of the projects will be queried.

(N) Billing → Invoice Review

2. Check the status of each project invoice in the Invoice Status field in the Invoice Summary window.

If any invoice is not released, work with the students to release it.

Interfacing Draft Invoices

1. In the Submit Requests window, choose *PRC: Submit Interface Streamline Processes*. In the parameters, choose the Streamline Option of *XI: Interface Invoices to AR*.
3. When the process is complete, check the report output to make sure that all invoices are successfully interfaced and tied back.

After Billing Adjustments

You must interface labor, revenue, and invoices to general ledger.

1. In the Submit Requests window, choose *PRC: Submit Interface Streamline Processes*. In the parameters, select the Streamline Option of *DXL: Distribute and Interface Labor Costs to GL*.
2. Select (B) Submit a New Request.
3. Select (B) OK to submit a single request.
4. Select the Streamline Option of *XXXI: Interface Draft Revenue to GL and Draft Invoices to AR*.

Lab 1 Solutions: Analyzing and Reviewing a Project Status Report

5. When the processes are complete, check the output reports to make sure that no items were rejected. If there are rejected items, correct the items and reprocess them.

You must run the Update Summary Amounts for all the projects.

In the Submit Requests window, choose *PRC: Update Project Summary Amounts*.

Reports and Listings

Chapter 8

Reports and Listings

Section Objectives

At the end of this section, you should be familiar with Oracle Projects: Project Costing reports and listings.

Implementation Listings

Agreement Types Listing

Use the IMP: Agreement Types Listing to review all agreement types and their associated terms and revenue limit defaults.

AutoAccounting Functions Listing

Use the IMP: AutoAccounting Functions Listing to review a complete list of the parameters and transactions associated with a particular AutoAccounting function.

For each function, this report displays all of the possible parameters that AutoAccounting rules use to derive key flexfield segment values. The report also shows you all of the transactions related to the AutoAccounting function and whether each transaction is enabled or disabled.

AutoAccounting Lookup Sets

Use the IMP: AutoAccounting Lookup Sets Listing to obtain a list of all the AutoAccounting lookup sets.

For each AutoAccounting lookup set selected, this report prints each possible intermediate value and its corresponding segment value.

AutoAccounting Rule Definitions Listing

Use the IMP: AutoAccounting Rule Definitions Listing to review the definition of a particular AutoAccounting rule.

For each AutoAccounting rule selected, this report displays the type of its intermediate source (either a constant, parameter, or SQL statement) and the corresponding value for that source. If the intermediate value source is an SQL statement, this report displays the text of that statement.

This listing also includes the segment value source (either the Intermediate Value or a Segment Value Lookup Set) that maps an intermediate value to the final segment value. If the segment value source is a lookup set, this report displays the name of that lookup set.

Implementation Listings

AutoAccounting Segment Rule Pairings Listing

Use the IMP: AutoAccounting Segment Rule Pairings Listing to review all pairings of AutoAccounting rules with key flexfield segments.

For each function selected, this report displays each of the function transactions. It also lists the AutoAccounting rule and key flexfield segment pairings for each transaction. This report also displays the function transactions without paired segments and rules.

Class Categories and Codes Listing

The IMP: Class Categories and Codes Listing lists class categories and their associated class codes. See: Defining Project Classifications.

For each class category selected, this report indicates whether a class category is a mandatory part of project setup, whether AutoAccounting uses the class category, and whether the “pick one code only” restriction is assigned to a class category.

Compensation Rules Listing

Use the IMP: Compensation Rules Listing to review compensation rules.

Create Invoice Organization Transaction Types

If decentralized invoicing is in use, run this program after an invoice processing organization level is specified. This program copies the predefined transaction types to generate unique transaction types for each organization at the invoice processing organization level.

Credit Types Listing

Use the IMP: Credit Types Listing to obtain a list of all credit types.

Implementation Listings

Employee Assignments Listing and Employee Assignments by Organization Listing

Use the employee assignments reports to review all employees including their associated organization and job assignments.

IMP: Employee Assignments Listing. If you want a listing for a particular organization, use this report and specify that organization in the report parameters. Leave organization parameters blank to see all employees.

IMP: Employee Assignments by Organization Listing. This report starts with a particular organization and reports down the organization hierarchy listing employees and their jobs. You cannot print a listing for a single organization using this report unless the organization is on the lowest level of the hierarchy.

Event Types Listing

Use the IMP: Event Types Listing to obtain a list of all the event types and their classifications.

Expenditure Cost Rates Listing

Use the IMP: Expenditure Cost Rates Listing to review the nonlabor expenditure cost rates. You can print a listing for one or all expenditure categories, one or all expenditure types, or for a specified effective date. If an effective date is specified for the report, the report lists only expenditure cost rates that are active as of the date you enter.

Expenditure Types Definition Listings

Use IMP: Expenditure Types Definition Listing to review expenditure types. You can print a listing for one or all expenditure categories and/or for a specified effective date. If an effective date is specified for the report, the report will list only expenditure types that are active as of the date you enter.

Implementation Listings

Implementation Options Listing

Use the IMP: Implementation Options Listing to review all values that you entered in the Define Implementation Options window.

Invoice Formats Listing

Use the IMP: Invoice Formats Listing to review invoice formats.

For each invoice format listed, this report displays the grouping, the invoice format type, and the fields and text objects that compose each invoice format line.

Job Listing

Use the IMP: Job Listing to view jobs.

Labor Cost Multipliers Listing

Use the IMP: Labor Cost Multipliers Listing to review all labor cost multipliers.

Labor Cost Rates Listing and Labor Cost Rates by Organization

Use the Labor Cost Rates Listings to review all employees and their cost rates, job level, job discipline, or compensation rule.

IMP: Labor Costs Rates Listing. For each employee listed, this report displays the employee's active organization and job assignments, the assigned compensation rule, and the hourly cost rate.

IMP: Labor Cost Rates Listing By Organization. This report starts at a specified organization and reports down the organization hierarchy listing employees and their labor cost rates. You cannot print a listing for a single organization using this report unless the organization is on the lowest level of the hierarchy.

Implementation Listings

Non-Labor Resources by Organization Listing

Use the IMP: Non-Labor Resources by Organization Listing to review all nonlabor resources associated with a particular organization, expenditure category, or expenditure type.

For each organization listed, this report displays the organization's nonlabor resources and their corresponding expenditure types and expenditure categories.

Organization Hierarchy Listing

Use the IMP: Organization Hierarchy Listing to review relationships between organizations.

This report displays each organization in the hierarchy and its corresponding organization type. By using an indented-outline format, this report depicts the hierarchical relationships between the listed organizations.

Organization Listing

Use the IMP: Organization Listing to review organizations. Organizations are work units that Oracle Projects uses for employee assignments, project and task ownership, and cost and revenue allocation.

This report displays each defined organization, its organization type, whether it is Internal or External, and its location.

Project Accounting Lookups Listing

Use the IMP: Project Accounting Lookups listing to review all lookup codes, meanings, and descriptions associated with a particular lookup type.

Implementation Listings

For each lookup type listed, this report displays whether the lookup type and its codes are system-defined or user-definable. It then lists all the lookup codes for a lookup type and their corresponding meanings and active dates.

Project Accounting Periods Listing

Use the IMP: Project Accounting Periods Listing to review all project accounting periods.

For each project accounting period, this report displays its start and end dates, and its closing status.

Project Contact Types Listing

Use the IMP: Project Contact Types Listing to review all project contact types.

Project Customer Relationships Listing

Use the IMP: Project Customer Relationships Listing to review all project customer relationships.

Project Role Types Listing

Use the IMP: Project Role Types Listing to review all project role types.

Project Statuses Listing

Use IMP: Project Statuses Listing to review the list of all project statuses.

Project Types Listing

Use IMP: Project Types Listing to review all project types.

Implementation Listings

Revenue Categories Listing

Use the IMP: Revenue Categories Listing to review revenue categories.

For each revenue category listed, this report prints all the associated expenditure types and their corresponding expenditure categories.

Service Types Listing

Use the IMP: Service Types Listing to review all the service types.

For each project type listed, this report displays whether the project type is direct or indirect, and whether costs are burdened. It also displays the default service type, default labor and nonlabor bill rate schedules, default invoice formats, and the distribution rules assigned to the project.

Standard Bill Rate Schedules Listing

Use the IMP: Standard Bill Rate Schedules Listing to review the rates or markup percentages for an organization's standard bill rate schedule or for all standard bill rate schedules.

Transaction Sources Listing

Use the IMP: Transaction Sources Listing to review the transaction sources that you defined to identify data imported into Oracle Projects using Transaction Import.

Units Definition Listing

Use the IMP: Units Definition Listing to review all units of measure.

Project Entry Reports

Project Configuration

Use the AUD: Project Configuration report to review the configuration details of a particular project and verify that you have entered the data correctly.

This report lists details for revenue and billing information, project customers, customer contacts, project members, class categories, employee bill rates overrides, and nonlabor bill rate overrides.

Task Details

Use the AUD: Task Detail report to review task details for a specific task, or for all tasks of a project. Like the Project Configuration report, this report provides a comprehensive view of how you have defined your tasks.

Work Breakdown Structure

Use the AUD: Work Breakdown report to review the complete task structure of a particular project. This report lists all tasks and subtasks in hierarchical format with their respective start and completion dates. This report lists all tasks in an indented outline format so that you can easily identify the hierarchical relationship between tasks.

Transaction Entry Reports

Expenditure Batch Status

Use the AUD: Expenditure Batch Status report to view the status of expenditure batches. With this report you can identify expenditure batches that are ready to be released. You can also ensure that none of your expenditure batches go unprocessed by retaining a status of Working or Submitted.

This report groups expenditure batches first by status, then by expenditure type class. It lists the name of the person who entered the expenditure batch, and it prints the Control and Running totals for the batch. This report also provides summaries for each expenditure batch, for each organization, and for the entire report.

Pre-Approved Expenditures Entry Audit

Use the AUD: Pre-Approved Expenditures Entry Audit report to review preapproved expenditures. After you have entered all the expenditures for an expenditure batch, submit this report and use it to verify that all the data that you have entered is correct before you submit your expenditure batch. This report provides a summary for each expenditure batch that displays the total amounts for each expenditure type in the expenditure batch.

Project Expenditures Reports

Expenditures Detail and Summary Reports

Use the expenditure reports to review project expenditures. Use the detail report to report on details for one project. Use the summary report to get an overview of expenditures for one project or many projects belonging to a specified organization or project manger.

You specify a Sort By parameter to order the report. For each of these sort by options, this report also separates expenditure items into the categories of labor and nonlabor. Because labor costs may be sensitive information, these reports display labor costs only if the employee submitting the report is a cross-project user or a project member having a project role type that allows access to view labor costs. If the employee submitting the report does not have access to view labor costs, the report does not display labor costs.

MGT: Expenditures Detail. This report includes for one project, details on the expenditure revenue amount for the item, burden cost amount, and billing status.

This report provides summaries for labor items, for nonlabor items, and for the entire project.

MGT: Expenditures Summary. For each project listed, this report selects the total labor hours reported, the total billable hours as a portion of the total hours, the total burdened costs, and the total revenue of the project.

You can submit this report for a particular period of time by specifying the start and end dates of the desired date range in the report parameters. If you do not specify a date range, this report displays project-to-date expenditure totals.

Project Expenditure Adjustment Activity

Use the AUD: Project Expenditure Adjustment Activity report to review all the adjustments made to expenditure items of a particular project. You can make adjustments to expenditure items.

Project Expenditures Reports

Your accounting department can submit this report regularly to audit the kinds of expenditure adjustments being made for a project. For example, they can use this report to identify any expenditure adjustments that are unauthorized or against company policy.

Transfer Activity Report

Use the MGT: Transfer Activity report to review the expenditure item transfers into and out of a particular project. You can use this report as an audit tool to control project costs by identifying incorrect or unauthorized transfers for a project. You can also use this report to verify any expenditure item transfers that you perform.

For each specified project, this report shows you the expenditure items transferring into or out of the project and the transfer history of each of these expenditure items. For each expenditure item listed, this report displays the item cost amount, its quantity, and either the destination project and task numbers or the originating project and task numbers, depending on the expenditure transfer direction for the item.

Project Status Reports

Revenue, Cost, Budgets by Resources (Project Level)

Use the MGT: Revenue, Cost, Budgets by Resources (Project Level) report to review project revenue and costs broken down by resources for a particular PA Period and for the project-to-date. This report also displays budgeted revenue and cost amounts broken down into the same resources, but only under the project-to-date column since budgets are independent of PA Periods.

This report always lists revenue amounts by revenue budget type, but the categorization of costs depends on how a project is budgeted. If the project is budgeted by budget item at the project level, then this report lists costs by the cost breakdown code specified in the project-level budget. For the cost breakdown level of Organization and Organization/Expenditure Category and Job, this report lists costs by expenditure category.

If budget amounts are not entered at the budget-item level, then this report cannot determine the revenue or expenditure categories in which the amounts belong. For these cases, it displays the budget amounts under the revenue or expenditure category titled Uncategorized.

For each project selected, this report displays the total unbilled receivables amount for the project and its total unearned revenue amount.

If a budget is categorized at the task level, this report shows only summarized information for categorized costs for the whole project across all tasks.

Task-Revenue, Cost, Budgets by Resources

Use the MGT: Task-Revenue, Cost, Budgets by Resources report to review the revenue for a task and costs broken down by resources for a particular PA Period and for the project-to-date.

Project Status Reports

This report is the task-level counterpart to the Revenue, Cost, Budgets by Resources (Project Level) report. Like the Project Level report, this report lists revenue by revenue budget type and costs by the cost breakdown code specified for the budget items budget. The only difference in this case is that the budget items budget must exist at the task level instead of the project level.

If a task has direct budgeted amounts, but it does not have budgeting by budget item, then this report cannot determine the revenue or expenditure categories in which the budget amounts belong. For these tasks, it displays the budget amounts under the revenue or expenditure categories entitled Uncategorized.

Although you can submit this report to run for all tasks belonging to a specified organization or task manager, it provides summaries only by task.

Revenue, Cost, Budgets by Work Breakdown Structure

Use the MGT: Revenue, Cost, Budgets by Work Breakdown Structure report to review the tasks in a project's work breakdown structure and their budgeted and actual revenue, burdened costs, and labor hours. This report displays information for projects that have baselined budgets only. This report always displays project-to-date totals.

By default, this report displays all the top-level tasks of a project and their subtasks in an indented outline format that depicts the task hierarchy of the project work breakdown structure. However, you can enter values for the report parameters that limit the output to top-level tasks only, to a specific top-level task only, or to one top-level task and all of its subtasks.

For each task selected, this report displays the actual and budgeted amounts for the task side by side for easy comparison. It also lists the task completion date, if one exists.

Project Status Reports

The top-level tasks have corresponding actual costs shown even though Oracle Projects only allows expenditure charges to a lowest-level task. These figures are a sum of the task's subtask amounts. This report rolls-up the amounts of the lowest-level tasks to each level in the project's work breakdown structure, all the way up to the project level itself. The project-level aggregates display on the last line of the report.

The budget amounts also roll-up. However, budget definition is not restricted to one level in Oracle Projects. The budget amounts in this report, therefore, might not originate from the lowest-level tasks. For example, a report can show budget amounts for the top-level task 1.0, but not for 1.0 subtasks. These figures, then, are not rolled-up amounts of the lowest-level tasks.

For each project listed, this report shows the total amount invoiced, the project accounts receivable, its unbilled receivables, and its unearned revenue.

Billing Review Report

Employee Activity by Organization

Use this report to review a summary of an employee's billable and nonbillable hours. This report uses the total number of hours and the total number of billable hours to determine an employee's utilization percentage for the specified date range.

This report also summarizes the employee hours by project and expenditure type, giving you several views of the same data. You can use the Display Details parameter to review details of an employee's reported hours by the date on which they were reported.

Invoice Review

Use the MGT: Invoice Review report to review the draft invoices of a particular project. You can use this report to verify your draft invoices before approving and releasing them for interface to Oracle Receivables for final customer invoice generation.

This report begins by listing header information regarding the project. It also displays project totals, including the unbilled receivables amount to date, the dollar amount of expenditure items on hold, and the budgeted revenue.

For each draft invoice selected, this report displays invoice header information including the customer name, the percentage of the total invoice amount for which the customer is responsible, and the invoice status. It also displays the AR Invoice Number that is created when you interface your draft invoice with Oracle Receivables.

If you regenerate a draft invoice to credit a previously released invoice and create a customer credit memo, this report displays the number of the original approved invoice in the Credit of Number field.

Below the invoice header information, this report displays all the invoice line items of the draft invoice. The invoice line descriptions appear on the final customer invoice when it is generated in Oracle Receivables. You can change the look and content of your invoice line descriptions by

Billing Review Report

regenerating the draft invoice after first selecting new labor or nonlabor invoice formats for your project.

This report finishes by listing a summary of the revenue-distributed expenditure items and billing events that have not yet been billed for this project.

Report Submission

In addition to submitting the MGR: Invoice Review report from the Submit Reports window, you can also submit this report from the Review Invoices, Adjust Invoices, and Release Invoices windows by selecting Print Invoice Review.

Unbilled Receivables Aging

Use the MGT: Unbilled Receivables Aging report to review, by project, eligible revenue items that have not yet been invoiced, or those items not included on a released draft invoice. This report lists the receivables in four buckets. You can specify the number of days you want in each bucket when you submit the report.

You can submit this report for an organization, in which case it groups all projects owned by the organization by their project managers. The report then displays summaries for each project manager.

If you specify a project manager in the report parameters and do not specify an organization, the report groups all projects by project manager regardless of the project-owning organization. This format provides you with the real total of unbilled receivables for a particular project manager.

Events relieve the oldest unbilled receivable as the invoices in which the events are billed are released. Revenue events age from their Completion Date if you choose Expenditure Item Date as your preference in the Age Receivables From report parameter.

Billing Review Report

Agreement Status by Customer

Use the MGT: Agreement Status by Customer report to review the status of your customer agreements. The report includes the revenue limit and expiration date for an agreement, and the amounts allocated, accrued, and invoiced against it.

This report groups all the agreements by customer, then orders them by the value that you enter in the Sort By report parameter. It also includes summaries for each customer and for the entire report.

Billing Process Flow Reports

Invoice Flow Detail and Invoice Flow Summary

Use the invoice flow reports to review flow information about project invoices through Oracle Projects.

FLW: Invoice Flow Detail. This report groups invoices by invoice status, enabling you to identify quickly where your draft invoices currently are in the invoice processing flow. You can specify a transfer status or a dollar amount to report on a subset of invoices.

FLW: Invoice Flow Summary. You can use this report to identify by dollar range how many invoices are in each stage of the invoice processing flow. After reviewing this report, if you want to see the specific draft invoices that compose the invoice summaries, submit the Invoice Flow Detail report and specify the same date range.

Potential Revenue Summary

Use the MGT: Potential Revenue Summary report to identify projects that cannot fully accrue revenue because of a hard funding limit encountered. This report shows you the total potential revenue, the total amount accrued, and the difference between these two values for the project expenditure items incurred through the date that you specify in the report parameters.

When the total available amount of the funding for an agreement is insufficient to accrue revenue on all the project expenditure items, Oracle Projects accrues as much as possible against the potential revenue. This report alerts you to the amount of additional revenue you could accrue with more funding.

Project Billing Status

Use the MGT: Project Billing Status report to review the billing status of your projects, and identify projects that have not yet been billed.

For each project listed, this report displays the days since the last billing date, the date of the last billing, the next scheduled billing date, the amount of any pending invoices, and the amount of unbilled receivables. The last page of the report defines the columns in this report.

Billing Process Flow Reports

Revenue Flow Detail

Use the FLW: Revenue Flow Detail report to review the flow of draft revenue through Oracle Projects. This report shows all draft revenues generated within a specified PA Period Date range. The draft revenues are sorted by their transfer statuses, thereby allowing you to identify quickly where revenue currently is in the revenue processing flow. If a draft revenue is rejected by the revenue transfer or tieback process, this report displays the reason for the rejection. It also provides action hints to help you resolve any problems and continue the flow of revenue through the system.

Interface Audit Reports

GL Cost Interface Audit

Use the AUD: GL Cost Interface Audit report to review labor and usage cost distribution lines interfaced from Oracle Projects to Oracle General Ledger.

This report displays items by the expense account number. Information about the item and the liability account are also displayed.

GL Revenue Interface Audit

Use the AUD: GL Revenue Interface Audit report to review a listing of the revenue distribution lines interfaced from Oracle Projects to Oracle General Ledger. The revenue distribution lines are reported by revenue account and by project. The project revenue unbilled receivable and unearned revenue amounts and accounts are also displayed.

Project Subledger Reports

Project Subledger Summary

Because the number of transactions that compose a GL account balance is usually very large, it is preferable to print a summary report of the transactions and then print a detailed report to narrow down the range of transactions that need to be examined. The Project Subledger Summary report prints a summary of cost distribution lines by project.

The transaction sources are classified broadly as Manufacturing and Nonmanufacturing. This is done to enable the user to see manufacturing costs separate from nonmanufacturing costs. Manufacturing transactions include imported items using the following transaction sources:

- Inventory
- Inventory Misc.
- Work in Process

The report prints subtotals for GL Account, Project Number, Manufacturing-Related, and Expenditure Type Class.

Project Subledger Detail by Project

This report shows cost distribution lines for a single project by task.

Project Subledger Detail by Expenditure Type

This report shows project subledger detail across projects for one expenditure type.

Period Close Exception Reports

Transaction Exception Details

The EXC: Transaction Exception Details report lists all transactions that have not been fully processed. You can use this report to identify corrections that you need to make before attempting to close a PA period.

The report is sorted by PA period. Within each PA period, the report is sorted by exception category (see the list of report parameters below) and then by exception reason. For each group of transactions under an exception reason, the report lists the total amount and total number of items.

Transaction Exception Summary

The EXC: Transaction Exception Summary report lists a summary of transactions that have not been fully processed. This report also lists the action required to correct the exceptions.

The report is sorted by PA period. Within each PA period, the report is sorted by exception category, and then by exception reason. For each exception reason, the report lists the total amount, the total number of items, and a description of the corrective action required to process the transactions.

Summarization Period Exceptions Report

Summarization Period Exceptions

When you change the PA Reporting Period, Oracle Projects displays a warning message if the change will affect the summary amounts reported on any projects. This report lists projects that are affected by changing the reporting period.

The report lists projects by the following categories:

- Projects that have been summarized beyond the reporting period parameter
- Projects that have not been summarized up to the reporting period parameter
- Projects that have never been summarized

For example, suppose the PA Reporting Period is week 3-JUL-98, and you want to change the PA Reporting Period to week 2-JUL-98. When you make the change, the PA Periods window displays a warning message indicating that some projects will be affected by the change. This report enables you to see which projects would be affected.

The summarization period exception report is based on the view
PA_ACCUM_PERIOD_EXCEPTIONS_V.

Processes and Reports

Chapter 9

Processes and Reports

Section Objectives

At the end of this section, you should be familiar with Oracle Projects processes and reports.

Distributing Processes

Distribute Total Burdened Cost

This process should be selected if Raw and Burden Costs need to be interface to General Ledger. Otherwise, submit PRC. Create and distribute Burden Transaction followed by PRC. Interface Miscellaneous and Usage Costs to General Ledger. This will create Burden Transactions equal to the Burden Cost (as opposed to Raw and Burden Cost)

This process creates total burdened cost distribution lines for all transactions on a burdened project. The process creates credit and debit distribution lines for burdened costs, assuming that you have implemented the AutoAccounting functions to create burdened cost distribution lines. After you run this process, run the PRC: Interface

Total Burdened Costs to General Ledger process to post the costs to Oracle General Ledger.

Output Reports

Burdened Cost Report Lists all of the expenditure items successfully distributed by this process. For each item, this report displays the expenditure type class, expenditure type, project and task, as well as other useful information.

Burdened Cost Exception Report Lists all expenditure items that could not be processed by the process. This report lists the rejection reason for each of the expenditure items that fails burdened cost distribution. Note: You can also review rejection reasons from the Expenditure Items window by using the Show Field option in the Folder menu to display Cost Distribution Rejection.

Distribute Usage and Miscellaneous Costs

This process computes the costs and determines the GL account to which to post the cost for expenditure items with the following expenditure type classes:

- Usages
- Burden Transactions
- Miscellaneous Transactions
- Inventory and WIP transactions not already costed or accounted

The Distribute Usage and Miscellaneous Costs process is a prerequisite for the generation of revenue and invoices for assets usage expenditure items and miscellaneous transactions.

Output Reports

Usage and Miscellaneous Cost Report Lists all expenditure items that were successfully cost distributed. For each item, this report displays the resource and expenditure type that was used, the date on which the resource was used, the project and task to which the item is charged, the quantity of the usage utilized (measured by the units of the expenditure type), the cost rate of the resource, and total cost.

Usage and Miscellaneous Cost Exception Report Lists all usage, burden transaction, and miscellaneous transaction expenditure items that could not be processed by the Distribute Usage and Miscellaneous Costs process. Also lists Inventory and WIP transactions not already costed or accounted that could not be processed by the Distribute Usage and Miscellaneous Costs process. This report lists the rejection reason for each of the expenditure items that fails cost distribution.

Note: You can also review rejection reasons from the Expenditure Items window by using the Show Field option in the Folder menu to display Cost Distribution Rejection.

Distribute Labor Costs

This process computes the labor costs for timecard hours and determines the GL account to which to post the cost. The Distribute Labor Costs process is a required prerequisite for the generation of revenue and invoices for timecard items.

Output Reports

Labor Cost Exception Report (Straight-time) Lists all straight-time labor expenditure items that could not be processed by the Distribute Labor Costs process. This report lists the rejection reason for each of the expenditure items that failed cost distribution.

Labor Cost Report (Straight-time) Lists the costs for all of the straight time labor hours successfully processed by the Distribute Labor Costs process. For each labor item, this report lists the employee who reported the labor hours, the expenditure and expenditure item dates, the project and task to which these hours were charged, and the number of hours charged.

Overtime Labor Calculations Report Lists all the employees for which the Overtime Calculation extension calculated new overtime items. This report is displayed only if you use the Overtime Calculation extension to automatically calculate overtime. If you use manual overtime entry, this report is not printed. This report displays each employee for which new overtime items were created, the week in which the overtime was created, the employee's compensation rule used to calculate overtime for the employee, and the number of overtime hours for the different types of overtime.

Labor Cost Exception Report (Overtime) Lists the same information as the Labor Cost Exception Report (Straight-time). The difference is that this report only shows overtime expenditure items that could not be processed normally by the Distribute Labor Costs process. This report lists the rejection reason for each of the expenditure items that fails cost distribution.

Labor Cost Report (Overtime) Lists the same information as the Labor Cost Report (Straight-time). The difference is that this report displays only overtime items.

Note: You can also review rejection reasons for straight-time and overtime items from the Expenditure Items window by using the Show Field option in the Folder menu to display Cost Distribution Rejection.

Distribute Expense Report Costs

This process computes the costs of expense report expenditure items, including adjustments, and determines the account to which to post the cost. It groups expenditure items into batches of expense reports so that they can be interfaced to Oracle Payables. This process is a prerequisite for the generation of revenue and invoices for expense report expenditure items.

Output Reports

Batch Expense Reports Report. Lists the results of the Distribute Expense Report Costs process. This report will print all of the expense reports that were successfully cost distributed by the process. It displays the total number of expense reports processed in the batch, the employees who incurred the expenses, and the total dollar amount of the expense report costs.

Batch Expense Reports Exception Report. Lists all expense reports that the process could not process. If one expenditure item of an expense report cannot be processed, all expenditure items for that expense report are not processed. This report lists the rejection reason for each of the expense report items that fails cost distribution. Examples of these failure or rejection reasons include incomplete AutoAccounting rules, missing cost rates, or invalid GL account. Note: You can also review rejection reasons from the Expenditure Items window by using the Show Field option in the Folder menu to display Cost Distribution Rejection.

Distribute Supplier Invoice Adjustment Costs

This process determines the GL account in which to post supplier invoice adjustment costs. Supplier invoice adjustments are supplier invoice items that were originally interfaced from Oracle Payables into Oracle Projects and have been transferred to another project and/or task in Oracle Projects. The transfers may result in posting costs to different GL accounts. The cost amount does not change for these items in Oracle Projects; any cost changes must be done in Oracle Payables. The Distribute Supplier Invoice Adjustment Costs process is a required prerequisite for the generation of revenue and invoices for adjusted supplier invoice expenditure items.

Output Reports

Supplier Invoice Adjustment Cost Report Lists all adjusted supplier invoice expenditure items successfully cost distributed.

Supplier Invoice Adjustment Cost Exception Report Lists any adjusted supplier invoice expenditure items that could not be processed by this process and lists the rejection reason for

each item. Note: You can also review rejection reasons from the Expenditure Items window by using the Show Field option in the Folder menu to display Cost Distribution Rejection.

Creating and Distributing Burden Transactions

This process summarizes the burden costs and creates the expenditure items for the burden transactions. The burden transactions are created on different projects depending on the method you use to store burden costs. If you store burden costs as separate, summarized burden transactions, the burden transactions are created on the same project that incurred the costs. If you choose to store burden costs as a value along with raw cost on the expenditure item on the project that incurred the transactions, the burden transactions are created on the collection project and task used for collecting burden transactions intended for accounting by burden cost components only.

The burden transactions created by this process can be billable or non-billable, depending on the Transaction Control logic you have entered. The process also computes the costs and determines the GL account to which to post the cost for the burden transactions that it creates.

Output Reports

Distribute Burden Transactions Report Lists all items that were successfully cost distributed. For each item, this report displays the resource and expenditure type that was used, the date on which the resource was used, the project and task to which the item is charged, the quantity of the usage utilized (measured by the units of the expenditure type), the cost rate of the resource, and total cost.

Distribute Burden Transactions Report Lists all items that could not be processed by the Create and Distribute Summarized Burden Component Items process. This report lists the rejection reason for each of the items that fails cost distribution. Note: You can also review rejection reasons from the Expenditure Items window by using the Show Field option in the Folder menu to display Cost Distribution Rejection.

Tying Back Processes

Tieback Usage and Miscellaneous Costs from General Ledger

The Tieback Usage and Miscellaneous Costs from General Ledger process determines if usage or miscellaneous costs previously interfaced to Oracle General Ledger have been rejected by Oracle General Ledger's Journal Import process. If Journal Import rejected the costs, this tieback process deletes all rejected rows from the interface tables and updates the cost distribution lines' interface status to Rejected. After the reason the costs were rejected is resolved, these costs can then be retransferred to General Ledger. You can determine the rejection reason from the Journal Import report.

Output Reports

Tieback Usage and Miscellaneous Costs Report Lists the total number of cost distribution lines rejected by the Journal Import process since the last time the Tieback Usage and Miscellaneous Costs from General Ledger process ran.

Tieback Total Burdened Cost from General Ledger

This process determines if total burdened costs previously interfaced to Oracle General Ledger have been rejected by Oracle General Ledger's Journal Import process. If Journal Import rejected the total burdened costs, this tieback process deletes all rejected rows from the interface tables and updates the cost distribution lines' interface status to Rejected. After the reason the total burdened costs were rejected is resolved, these costs can then be retransferred to General Ledger. You can determine the rejection reason from the Journal Import report.

Output Reports

Tieback Total Burdened Costs Report Lists the total number of burdened cost distribution lines rejected by the Journal Import process since the last time the Tieback Total Burdened Costs from General Ledger process ran.

Tieback Labor Costs from General Ledger

This process determines if labor costs previously interfaced to Oracle General Ledger have been rejected by Oracle General Ledger's Journal Import process. If Journal Import rejected the labor costs, this tieback process deletes all rejected rows from the interface tables and updates the cost distribution lines' interface status to Rejected. After the reason the costs were rejected is resolved, these costs can then be retransferred to General Ledger. You can determine the rejection reason from the Journal Import report.

Tieback Labor Costs Report Lists the total number of labor cost items rejected by the Journal Import process since the last time the Tieback Labor Costs from General Ledger process ran.

Tieback Invoices from Receivables

This process determines the status of draft invoices interfaced to Oracle Receivables. If invoices are successfully processed through Oracle Receivables AutoInvoice process, this tieback process updates the invoice interface status to Accepted. If Oracle Receivables AutoInvoice process rejects draft invoices, the tieback process deletes all rejected rows from the interface tables and updates the invoice status to Rejected. Rejected invoices are corrected and retransferred.

Output Reports

Accounts Receivable Tieback Report (Successful Invoice Transfers) Lists each draft invoice that was successfully processed by the AutoInvoice process. For each draft invoice, the report displays the project number and the draft invoice number, the customer number, name, and agreement funding the invoice, the date that the draft invoice was interfaced to Oracle Receivables, and the AR invoice number of the invoice.

Accounts Receivable Tieback Report (Rejected Invoice Transfers) Lists any draft invoices that were rejected by Oracle Receivables' AutoInvoice process. For each rejected draft invoice, this report lists the rejection reason given by AutoInvoice.

Tieback Revenue from General Ledger

This process determines if revenue previously interfaced to Oracle General Ledger have been rejected by Oracle General Ledger's Journal Import process. If Journal Import rejected the revenue, this tieback process deletes all rejected rows from the interface tables and updates the draft revenues' interface status to Rejected. After the reason the revenue was rejected is resolved, these revenues can then be retransferred to General Ledger. You can determine the rejection reason from the Journal Import report.

Output Reports

Tieback Revenue Report Lists the total number of draft revenues rejected by the Journal Import process since the last time the Tieback Revenue from General Ledger process ran.

Generating Assets, Invoices and Revenue Processes

Generate Asset Lines

This process generates summary asset lines for a single project or for a range of projects. Before you run the Generate Asset Lines process, you must cost the transactions by running the processes listed below. You do not need to interface these costs to Oracle General Ledger before you create asset lines.

- Distribute Labor Costs
- Distribute Expense Report Costs
- Distribute Usage Costs
- Distribute Supplier Invoice Adjustments
- Interface Supplier Invoices from Payables
- Distribute Total Burdened Costs (if burdened CIP costs will be capitalized.)
- Update Project Summary Amounts (if project is not updated, the total expensed and CIP amounts cannot be viewed in the Capital Projects Summary window).

Output Reports

Generate Asset Lines Exception Report The Generate Asset Lines Exceptions section only prints if you run the Generate Asset Lines for a single project. This section shows asset lines that were not created for a project, and the reason each one was rejected. Rejection reasons include the following:

- The project has no asset assignments
- The project has no assets with valid in service dates
- The project has no eligible capitalizable costs to process

Note: If you are interfacing burden costs, then you must run the Distribute Burden Costs process before asset lines can be created.

Reverse and Interface Exceptions The Reverse and Interface Exceptions Report shows reversing lines that were rejected during the Assets Interface process.

Generate Asset Lines This section displays the following:

- The sum and count of reversed lines

- The sum and count of generated lines
- A subtotal for each project
- The overall total for the generation run

If the process creates an asset line, but is unable to assign an asset to it, Oracle Projects displays an asterisk (*) for the line and marks it as UNASSIGNED in the Asset Name column of the report.

Generate Draft Invoices

This process creates invoices from expenditure items and events. In addition to regular invoice generation, this process deletes unreleased draft invoices, and creates invoice write-offs, credit memos, and invoice cancellations.

Note: An automatic event created by billing extensions after an adjustment must include the number of the original event. Without this information, Oracle Receivables cannot Autoinvoice the automatic event. If Oracle Projects does not find this value during the invoice generation process, it will display the following message in the log file: "Cannot find a proper inv line credited for this adjusted event." Note: If your project uses the cost-to-cost invoice generation method, you must include burdened costs in your cost budget and revenue amounts in your revenue budget. Without these amounts, Oracle Projects cannot successfully generate invoices for your project.

Output Reports

Draft Invoice Generation Report Prints each draft invoice that is successfully created by the process. For each draft invoice, this report displays the project for which the invoice was created, its draft invoice number, the number of the draft invoice, if any, that it credits, the customer number, name, and agreement that funds it, the bill through date used to create the invoice, and the total amount of the invoice. This report also tells you the next action to take in the invoicing flow process for each draft invoice.

Draft Invoice Generation Exception Report Lists any of the project draft invoices that the process was unable to successfully create during its processing. For each rejected draft invoice, the Draft Invoice Generation Exception Report displays the rejection reason.

Draft Invoice Generation Eligibility Report This report displays information about the project for which the process was submitted. This information includes the project's revenue accrual and billing method, the project start date, and the date of its last invoice generation. If the Generate Draft Invoices process cannot create a new draft invoice, the reason for the generation failure appears under the Rejection Reason column heading. This report is generated only when you submit the process for a single project.

Draft Invoice Generation Eligibility Report (Unprocessed Expenditure Items Detail) This report displays all expenditure items that the process could not invoice for the specified project and also shows information for each expenditure item to help you identify why the expenditure

item was not invoiced. Use this information to check if the expenditure item date is on or before the bill through date, if the item is revenue distributed, if the item is on billing hold, or if the item is included on a draft revenue that has a generation error. This report is generated only when you submit the process for a single project.

Draft Invoice Generation Eligibility Report (Unprocessed Events Detail) This report displays any of the billing events that the process could not invoice for the specified project and shows information for each event to help identify why the event was not invoiced. Use this information to check if the completion date is on or before the bill through date, if the event is on billing hold, or if the write on event is revenue distributed. This report is generated only when you submit the process for a single project.

Generate Draft Revenue

This process calculates revenue for contract projects. This process has several modes: generate, regenerate, and delete. You can run this process in different modes as described below under the Process Submission section. Note: If your project uses cost-to-cost revenue accrual, you must include burdened costs in your cost budget and revenue amounts in your revenue budget. Without these amounts, Oracle Projects cannot successfully generate revenue for your project.

Output Reports

Draft Revenue Generation Exception Report Lists all of the project draft revenues that the process was unable to successfully create during its processing. For each rejected draft revenue, the Draft Revenue Generation Exception Report displays the rejection reason.

Draft Revenue Generation Exception (Rejected Expenditure Items Detail) Report Created only when the process is run for all eligible projects or a group of projects. This report shows you all expenditure items that the Generate Draft Revenue process rejected during its processing. For each rejected expenditure item, the report displays the rejection reason. Note: You can also view the results of the process in the following ways:

- You can review rejection reasons from the Expenditure Items window by using the Show Field option in the Folder menu to display Revenue Distribution Rejection.
- You can review the log file generated by the Generate Draft Revenue process to view exceptions. The log file is generated for both the Single Project and multiple project Generate Revenue processes.

Draft Revenue Generation Exception Report (Rejected Event Detail) Created only when the process is run for all eligible projects or a group of projects. This report shows you all revenue events that the Generate Draft Revenue process rejected during its processing. For each rejected revenue event, this report displays the rejection reason.

Draft Revenue Generation Report Lists each draft revenue that was successfully created by the process. For each draft revenue, this report displays the project for which it was created, its draft revenue number, the number of the draft revenue, if any, that it credits, the customer number, name, and agreement providing the funding, the accrue through date used to generate

the revenue, and the total dollar amount of the draft revenue. This report also displays any generation warnings below each draft revenue.

Draft Revenue Generation Eligibility Report Created only when the process is run for one project. This report displays the project for which the Generate Draft Revenue process was submitted. If the process cannot create new draft revenue for the project, the reason for the generation failure appears under the Rejection Reason column heading.

Draft Revenue Generation Eligibility Report (Unprocessed Expenditure Items Detail) Created only when the process is run for one project. This report displays all of the specified project's expenditure items for which the process could not accrue revenue and shows information to help identify why the item did not accrue revenue. Use this information to check if the expenditure item date is on or before the accrue through date, if the item is costed, if the item is summarized (for cost revenue accrual projects), if the item is billable, and if a rejection reason like 'No labor bill rate' was encountered.

Draft Revenue Generation Eligibility Report (Unprocessed Events Detail) Created only when the process is run for one project. This report displays all of the specified project's revenue events for which the process could not accrue revenue and shows information to help you identify why the event did not accrue revenue. Use this information to check if the event completion date is on or before the accrue through date.

Interfacing Processes

Interface Usage and Miscellaneous Costs to General Ledger

This process collects all eligible cost distribution lines of the following transactions in Oracle Projects and interfaces them to the Oracle General Ledger interface tables: usage costs, miscellaneous transaction costs, burden transaction costs, and Inventory and WIP transactions not already costed or accounted. The interface process also determines the liability account for these costs. After they are interfaced, these costs await further processing by Oracle General Ledger's Journal Import process. The costs that are successfully interfaced are updated with the interface status of Accepted. If any of the costs are rejected during interface to Oracle General Ledger, then the interface status for these items is set to Rejected.

Output Reports

Interface Usage and Miscellaneous Costs to General Ledger Report Lists resources by expenditure week, along with the total count and cost successfully interfaced to Oracle General Ledger. This report displays the non-labor resource, the expenditure week ending date, and the total cost.

Interface Usage and Miscellaneous Costs to General Ledger Exception Report Lists any expenditure items that were rejected during the process and the rejection reason for each item.

Interface Total Burdened Cost to General Ledger

This process collects all eligible total burdened distribution lines in Oracle Projects and interfaces them to Oracle General Ledger.

Output Reports

Interface Total Burdened Cost to General Ledger Report Lists interfaced burdened items by expenditure type class, along with the total amount successfully interfaced to Oracle General Ledger. This report also displays the employee, expenditure ending date, and the batch name of the interfaced amounts.

Interface Total Burdened Cost to General Ledger Exception Report Lists any expenditure items that were rejected during the process and lists the rejection reason for each item.

Interface Labor Costs to General Ledger

This process collects all eligible labor costs in Oracle Projects and interfaces them to the Oracle General Ledger interface tables. The interface process also determines the liability account for the labor costs. Once interfaced, these labor costs await further processing by Oracle General Ledger's Journal Import process. The labor costs that successfully interface are updated with the interface status of Accepted. If any of the labor costs are rejected during interface to Oracle General Ledger, then the interface status for these labor items is set to Rejected.

Output Reports

Interface Labor Costs to General Ledger Report Lists all timecards, along with the total timecard count and the total labor cost successfully interfaced to Oracle General Ledger. For each expenditure, this report displays the name of the employee who reported the timecard, the timecard week ending date and the total labor cost.

Interface Labor Costs to General Ledger Exception Report Lists any expenditures that were rejected during the process. For each expenditure that fails to interface to Oracle General Ledger, this report lists the rejection reason.

Interface Invoices to Receivables

This process collects all eligible draft invoices in Oracle Projects and interfaces them to the Oracle Receivables interface tables. The process also maintains the project balances of unbilled receivable and unearned revenue and creates accounting transactions for these amounts. Once interfaced to these interface tables, the draft invoices await further processing by Oracle Receivables's AutoInvoice process. If any of the draft invoices are rejected during the interface to Oracle Receivables, then the interface status for these invoices is set to Rejected in Interface. Those draft invoices that successfully interface have the transfer status Interfaced. You can run this process either before or after you run PRC: Interface Revenue to General Ledger (neither process is a prerequisite for the other).

Output Reports

Accounts Receivable Interface Report (Invoice Transactions) prints each draft invoice that successfully interfaced to Oracle Receivables. For each draft invoice, this report displays the draft invoice's project number and draft invoice number, the customer name and customer agreement funding the invoice, the PA and GL accounting dates in which the draft invoice posts, the number of the draft invoice, if any, that this one credits, and the total bill amount of the draft invoice.

Accounts Receivable Interface Exception Report (Invoice Transactions) Lists any draft invoices that were rejected during the process. For each draft invoice that fails to interface to Oracle Receivables, this report lists the rejection reason.

Interface Revenue to General Ledger

This process collects all eligible revenue in Oracle Projects and interfaces them to the Oracle General Ledger interface tables. The interface process also maintains project balances for unbilled receivable and unearned revenue and creates accounting transactions for these amounts. Once interfaced, these revenue await further processing by Oracle General Ledger's Journal Import process. The revenues that successfully interface are updated with the interface status of Accepted. If any of the revenues are rejected during interface to Oracle General Ledger, then the interface status for these revenues is set to Rejected. You can run this process either before or after you run PRC: Interface Invoices to Receivables (neither process is a prerequisite for the other).

Output Reports

Interface Revenues to General Ledger Report (Revenue Transactions) Lists each draft revenue that successfully interfaced to Oracle General Ledger. For each draft revenue, this report displays the draft revenue's project number and draft revenue number, the customer name and customer agreement funding the revenue, the PA and GL accounting dates in which the draft revenue posts, the number of the draft revenue, if any, that this one credits, and the total revenue amount of the draft revenue.

Interface Revenues to General Ledger Exception Report (Revenue Transactions) Lists any draft revenues that were rejected during the process. For each draft revenue that fails to interface to Oracle General Ledger, this report lists the rejection reason.

Interface Supplier Invoice Adjustment Costs to Payables

This process collects all eligible supplier invoice adjustment costs in Oracle Projects and interfaces them to Oracle Payables. The process determines the liability account for the supplier invoice costs. Once interfaced, these costs await further processing by Oracle Payables before you can post the adjustments to Oracle General Ledger. The costs that successfully interface are updated with the interface status of Accepted. If any of the costs are rejected during interface to Oracle Payables, then the interface status for these items is set to Rejected.

Output Reports

Interface Supplier Invoice Adjustment Report Lists supplier invoice adjustment items successfully interfaced to Oracle Payables. This report displays the expenditure items that were interfaced to Oracle Payables.

Interface Supplier Invoice Adjustments Exception Report Lists any expenditure items that were rejected during the process. For each supplier invoice item that fails to interface to Oracle Payables, this report lists the rejection reason.

Interface Supplier Costs

This process retrieves all eligible posted, project-related supplier invoices from Oracle Payables and interfaces them to Oracle Projects. This process creates a cost distributed expenditure item and cost distribution line for each invoice distribution line and expenditure for each invoice. This process also checks for original items being adjusted when processing adjusting items from Oracle Payables, to ensure that every negative expenditure item adjusts a valid original expenditure item. If an original matching item is found, the process next checks to ensure that the original item is not already adjusted to have a net zero amount. This process validates and rejects or interfaces the supplier invoice adjustments being interfaced. If the process finds a valid original expenditure item for the adjusting item, it interfaces the adjusting item to Oracle Projects. If the process cannot find a valid original item that matches the adjusting item, it rejects the adjusting item with a reason of No matching item for adjustment. If the process finds a matching item that is already reversed, it rejects the adjusting item with a reason of Item already reversed.

Output Reports

Interface Supplier Invoices Report Lists supplier invoice distribution lines that were successfully interfaced to Oracle Projects, as well as a summary of the total number and cost of distribution lines.

Interface Supplier Invoices Exception Report Lists any supplier invoice distribution lines that failed to interface to Oracle Projects during the process. For each supplier invoice distribution line that fails to transfer, output reports lists the rejection reason.

Transaction Import

The Transaction Import process selects all eligible pending transactions in the PA_TRANSACTION_INTERFACE_ALL table that satisfy the selection criteria of the process request and determines the validity of each transaction. For each valid transaction, Transaction Import imports the transactions and creates corresponding expenditure records in the Oracle Projects expenditure tables; expenditure records include expenditure batches, expenditures, and expenditure items. For each invalid transaction, Transaction Import rejects the transaction and updates the transaction in the interface table with a status of Rejected and the rejection reason. You should update rejected items in the interface tables or your external system and import the transactions again. If the transaction source for the Transaction Import is purgeable, Transaction Import deletes the corresponding transactions from the interface table. If the transaction source is not purgeable, Transaction Import updates the status of the corresponding transaction in the interface table with a status of Accepted.

Output Reports

Transaction Import Exception Report Lists all transactions that were rejected during the Transaction Import process. For each rejected transaction, this report displays the key field values of the transaction in the interface table. It also displays the rejection reason code that identifies the cause of the transaction's rejection. For reference, the last page of this report prints a key of rejection reason codes and their meanings.

Attention: If any one expenditure item in an expenditure fails validation, Oracle Projects rejects the entire expenditure and updates each expenditure item in the expenditure with a status of R (Rejected). You can locate all of the related rejected transactions within an expenditure batch by using a SQL*Plus select statement on the EXPENDITURE_ID column using the expenditure id of the rejected item; then update the TRANSACTION_STATUS_CODE column to remove the R status. Or you can re-import the corrected items, Oracle Projects creates a new record for the expenditure items instead of updating the existing records that were rejected.

Transaction Import Report Displays a summary of the expenditure successfully imported into Oracle Projects by the Transaction Import process. This report lists the name of each expenditure batch created during the import process, the expenditure batch ending date, and the total number of expenditures created in the expenditure batch. This report also includes a total count of the expenditure batches created during the import process. Suggestion: If you want to

view more detailed information about the expenditures created in Oracle Projects, submit the AUD: Pre-Approved Expenditures Entry Audit report.

Interface Assets

The Interface Assets process sends valid asset lines to Oracle Assets to become fixed assets. The process creates one mass addition line in Oracle Assets for each asset line in Oracle Projects, assigning the asset information you entered for the CIP asset to the mass addition line in Oracle Assets.

Output Reports

Interface Assets Exceptions The Interface Assets Exceptions Report indicates which asset lines were not sent to Oracle Assets for the selected projects, and why each one was rejected. Rejection reasons include:

- Date placed in service belongs to a future Oracle Assets period
- Asset not created in Oracle Assets (You have not yet posted the mass addition asset line from Oracle Projects) to Oracle Assets CIP costs for supplier invoice adjustments have not been interfaced to Oracle Payables
- CIP Costs for the summarized asset lines have not been interfaced to Oracle General Ledger

Interfaced Assets The Interfaced Assets Report displays the following:

- The count of asset lines, and the sum of the interfaced assets, for each project and successfully interfaced asset
- The subtotal for each project
- The overall total

Refreshing and Updating Project Summaries

Refresh Project Summary Amounts

After you have interfaced detail transactions from your legacy system to Oracle Projects, you use the Refresh Project Summary Amounts and Refresh Transaction Summary Amounts processes to create project summary amounts from transactions that you have interfaced. You can use this process alone, or run this process after you have run Refresh Transaction Summary Amounts to build the summary amounts from large numbers of detail transactions. You must also run this process after you set the current PA Reporting Period to an earlier period than the previous PA Reporting Period, if the system has alerted you that projects have been summarized with dates later than the new reporting period.

Refresh Transaction Summary Amounts

After you have interfaced detail transactions from your legacy system to Oracle Projects, you use the Refresh Project Summary Amounts and Refresh Transaction Summary Amounts processes to create project summary amounts. Use this process if you are interfacing large numbers of detail transactions. This process enables you to build the summary amounts in smaller runs based on the process parameters you enter. This process creates transaction totals for the specified range of PA periods, but does not produce the project summary numbers used by the Project Status Inquiry window. After you run this process, you then run the Update Project Summary Amounts process to create the project summary amounts used by the Project Status Inquiry window.

Update Project Summary Amounts

This process updates the project summary amounts with new cost, commitment, and revenue transactions and any new baselined budget versions. You can run this process as many times as you want. The three processes available include:

- Update Project Summary Amounts (Range of Projects)
- Update Project Summary Amounts for a Single Project
- Update Project Summary Amounts after Resource List Change

Output Reports

Update Project Summary Amounts Report Lists all costs, revenue, budget amounts, and commitments that were summarized during the process. This report also lists future period transactions. Future period transactions are transactions whose PA Period is later than the current PA reporting period. Any transactions appearing in this section have not been summarized by the Update Project Summary Amounts process, and will not be reflected in the Project Status Inquiry window. To summarize these transactions, you must set the current reporting period to a PA Period equal to or later than the PA Period of these transactions.

Update Project Summary Amounts Log The Update Project Summary Amounts log can be viewed by choosing Request Log from the Completed Requests window. The log displays amounts before and after the Update Project Summary Amounts process was run.

Streamline Processes

The Submit Streamline Processes process submits and monitors a series of other processes that must be run sequentially to complete a function. For example, in order to interface labor costs between Oracle Projects and Oracle General Ledger, a user must submit three separate processes: Interface Labor Costs to General Ledger, Oracle General Ledger's Journal Import and Tieback Labor Costs from General Ledger. By using the PRC: Submit Streamline Processes, a user avoids having to run and track the status of these processes individually. Instead, the user submits one Streamline process for the option 'Interface Labor Costs to GL'; this process then submits and monitors the progress of each separate process in sequence. When all processes required to complete a function are finished, the Submit Streamline Processes process itself finishes.

Oracle Projects provides two types of streamline processes:

- **Interface Streamline Process** which combine distribute, interface, and tieback cost, invoice or revenue processes between Oracle Projects and other Oracle applications.
- **Project Streamline Processes** which combine distribute processes for labor, usage, and supplier invoice adjustments, generate revenue, and generate invoice processes for a single project. Generally, you submit a project streamline request after you make expenditure or invoice adjustments.

Output Report

Streamline Processing Report: Lists the name, the concurrent request ID, and the completion status of each child process monitored by the Submit Streamline Processes process.

Miscellaneous Processes

Add New Organization Compiled Burden Multipliers

This process adds burden multipliers to burden schedules for an organization when new organizations are added to the Burden hierarchy. If the organization is not added to a specific schedule revision, this process compiles rates for the organization in all burden schedule revisions using the rates of the parent organization as defined in the organization hierarchy. A burden schedule revision must already be successfully compiled for the organization rate to be added. This process must be run after the organization is created and before transactions are charged using this organization as the expenditure organization.

Output Reports

This process does not have any output reports. However, the concurrent request status window provides information about the results of the process.

Compile All Burden Schedule Revisions

This process compiles all burden schedule revisions that are not compiled and are not on hold. It is highly recommended that this process overnight, as there may be many uncompiled schedule revisions that need to be processed.

Output Reports

Burden Schedule Mass Compilation Report. Lists all burden schedule revisions that were successfully compiled during the process.

Burden Schedule Mass Compilation Exception Report. Lists any burden schedule revisions that failed the compilation process.

Delete Draft Revenue of a Single Project

This process deletes draft revenue for a single contract project. When you delete draft revenue for a project that uses cost-to-cost revenue accrual or invoice generation, the corresponding invoices will also be deleted.

Output Reports

There are no reports for the Delete Draft Revenue of a Single Project process.

Process Mass Update Batches

This process updates the organization on all the projects and tasks specified in a mass update batch. You can also run Mass Update Batches as an online program, using the Mass Update Batches window.

Output Reports

An output report shows you the results of this process.